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MANUAL

FOR THE

SUBSISTENCE DEPARTMENT

UNITED STATES ARMY

1910

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WAR DEPARTMENT

OFFICE OF THE COMMISSARY-GENERAL

MANUAL

FOR THE

SUBSISTENCE DEPARTMENT UNITED STATES ARMY

1910

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WAR DEPARTMENT.

Document No. 369.

Office of the Commissary-General.

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War Department,
Office of the Chief of Staff,
Washington, June 9, 1910.

The following Manual for the Subsistence Department, prepared under the direction of the Commissary-General, U. S. Army, is published for the information and government of the Regular Army and Organized Militia of the United States. It will not be modified except by specific authority given in each case.

By order of the Secretary of War:

Wm. H. Carter,
Major-General, Acting Chief of Staff.

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NOTE.—This Manual is distributed to officers of the Subsistence Department by the Commissary-General. Other officers or persons desiring a copy should apply to the Chief of the Second Section, General Staff, Washington, D. C.

ARTICLE I.

GENERAL DUTIES AND EQUIPMENT.

CHIEF COMMISSARIES OF DEPARTMENTS.

1. The staff of a department comander includes a chief commissary who is charged, under the department commander, with the proper administration of subsistence affairs in the department.

2. Chief commissaries are informed of the quantities and conditions of stores at the posts in their deparments by means of prescribed monthly reports rendered to them.

3. The chief commissary of a department causes to be transcribed into the commissary books kept in his office the information concerning subsistence stores furnished monthly by the commissaries at posts. With the aid of these commissary books the requisitions from the various posts are revised by him personally, care being taken not to allow quantities not justified by previous consumption, unless satisfactory explanation is furnished by the commissary submitting the requisition.

4. After revising requisitions, chief commissaries call upon purchasing commissaries designated by the Commissary-General to ship the stores allowed, specifying the date by which the stores should arrive at the post. A copy of all calls on purchasing commissaries will be sent to the commissary making the requisition, with notations of all changes.

Chief commissaries will from time to time communicate to the Commissary-General such information as they may deem important regarding the resources of the country in which they serve, and make recommendations concerning the purchasing stations from which supplies should be procured for posts, taking into consideration the cost of transportation thereto.

5. Chief commissaries, being well informed as to the restrictions which bind the purchasing commissaries in the matter of advertising before purchasing, are enjoined to use all possible foresight with

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respect to the wants of their departments, with the aim of avoiding, if possible, the necessity of making any purchases on less than ten days' advertising by the purchasing officers on whom they call for supplies, their attention in this connection being called to the provision of Army Regulations that they "will receive from their commanders timely instructions as to all contemplated movements of troops and as to any probable increase or diminution of the garrison at any particular post." They are expected to seek such instruction whenever they have reason to believe that a movement of troops is contemplated, without waiting the slower and sometimes uncertain processes of routine, and, whenever practicable, to time their calls on the purchasing officers with special reference to the advertising regulations by which those officers are bound. In fine, all proper expedients will be resorted to to diminish the number of purchases being made on less than ten full days' advertising.

6. A chief commissary will ordinarily call on purchasing commissaries for full packages, but may call for broken packages when, in his opinion, the sending of a full package is liable to overstock a post, or when the full package is not likely to be consumed in the current requisition period and the contents are of a kind that will not keep in good condition for more than one requisition period.

7. Chief commissaries should not call upon purchasing commissasries for articles except such as they are informed that the latter have authority to purchase. Exceptions to this rule may be made in emergencies, as when the chief commissary has been officially informed that supplies required are temporarily not procurable at the usual purchasing station, or in emergencies arising under instructions given by department commanders where there is not time to obtain needed articles of the ration from the usual sources of supply. In such emergencies chief commissaries will call upon the purchasing commissaries who, in their opinion, can most expeditiously furnish the desired stores to the points where wanted, stating that it is an emergency call, and purchasing commissaries will furnish the stores accordingly. Chief commissaries will report to the Commissary-General each emergency call of the above character made by them, with full explanation as to what constituted the emergency.

8. A chief commissary should be able, by carefully revising requisitions and personally studying the commissary books kept in his office, to prevent accumulations and consequent loss through deterioration, and at the same time to keep the commissary well supplied with all desired articles on the authorized list. If, through unforeseen reduction in the strength of a garrison or falling off of consumption, stores liable to deterioration have accumulated at a post, it is the duty of the chief commissary to recommend to the department commander the transfer of such stores to some post requiring them,

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providing such transfer can be effected with ultimate saving to the Government.

9. Chief commissaries should not request any further supply of an article to be sent to a post when the commissary book of the post shows that a particular variety or size of the article has remained on hand from month to month without material reduction by sales.

10. Chief commissaries will keep a record, by posts and by articles, of subsistence stores lost in their departments as shown by reports of surveying officers received by them. The record should show the date of the survey, the quantity, price, and value of the stores lost, the date and place of purchase and the initials of the purchasing officer, and the action taken by the chief commissary looking to reclamation for the losses.

11. It is the duty of chief commissaries to call upon purchasing commissaries to make reclamation in accordance with the terms of purchase upon the receipt of survey reports. If reclamation has already been requested by the commissary at the post under paragraph 38 of this Manual, a formal confirmatory request will be made by the chief commissary. Copies of reclamation letters will in all cases be sent to the Commissary-General.

12. Should an article of the ration be purchasable advantageously at a post or become unexpectedly exhausted thereat, a chief commissary may direct the purchase of such article by the commissary at the post.

13. When a chief commissary authorizes a commissary at a post to make a purchase of articles, he will have the requisite number of advertising circulars prepared and sent to him for distribution. All such advertisements and circulars should be signed by the commissary "by authority" of the chief commissary.

14. The amount of funds on hand at posts is made known to chief commissaries by prescribed reports rendered to them. A chief commissary will take the necessary steps to cause any excess of funds on hand to be transferred to himself, or to some designated purchasing commissary, or to be deposited under the proper appropriation to the credit of the Treasurer of the United States.

15. Chief commissaries are authorized to pay subsistence vouchers of recruiting officers and vouchers for commutation of rations to soldiers on detached service, and they will make payments of commutation due under the appropriation of a past fiscal year when available funds are not on hand at posts.

16. Chief commissaries will see that proper receptacles with locks are provided at posts for the preservation of small articles, such as brushes, combs, pencils, pens, towels, etc.

17. Chief commissaries will keep themselves informed as to the character and capacity of storehouses at posts and report to their

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department commanders all cases of insufficient or unsatisfactory storage, and to this end commissaries at posts will promptly advise chief commissaries of insufficient or unsatisfactory storage.

18. While the providing of storage facilities for the Subsistence Department at posts is a function of the Quartermaster's Department, all estimates, requisitions, and other papers bearing thereon should be referred to chief commissaries for remark and recommendation, and a record should be kept of these references so that measures may be followed up and efforts put forth for maintenance of necessary facilities for keeping of subsistence supplies in wholesome condition.

Whenever, for any reason, the Quartermaster's Department is unable for the time being to provide the necessary storage facilities, the chief commissary should advise the department commander to recommend the providing of temporary storage facilities from subsistence appropriation until such time as the Quartermaster's Department may provide permanent storage facilities.

19. Chief commissaries will keep themselves informed concerning the condition of the subsistence property at the posts in their departments, and will require on the semiannual requisitions for such property, or in special reports at intermediate dates, information that will enable them to determine whether articles out of repair can be economically repaired, and will cause all such repairs to be made when, in their opinion, deemed judicious. They will not send any new articles to posts to replace any on hand that can be repaired.

20. Chief commissaries will see that commissaries at posts within their departments are supplied with sufficient field baking and cooking equipments to supply all organizations at the respective posts in the event of field service. (See paragraphs 247 to 251, inclusive.)

21. Chief commissaries are authorized to expend the necessary amount of subsistence funds for washing towels and for the purchase of a city directory and of ice for use in their offices without referring the matter to the Commissary-General for special authority.

22. Chief commissaries will forward to the Commissary-General and to each chief commissary of other departments, as soon as practicable after issue, copies of all orders and circulars affecting subsistence duties issued from the headquarters of the departments in which they are serving.

23. As soon as practicable after June 30 of each year chief commissaries of divisions and departments will send to the Commissary-General a copy of their annual report to their commanding generals, setting forth the operations during the fiscal year of the subsistence department under their supervision, which report should contain statements regarding the quality and adequacy of the ration and sales stores and report of the adequacy of the post and field baking and cooking equipments.

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Upon being relieved from duty at any station a chief commissary will report to the Commissary-General, giving summary of any changes effected in his office in regard to methods, administration, or improvements in the service during his incumbency, with suggestions as to what could further be done in the way of improvements.

PURCHASING AND DEPOT COMMISSARIES.

24. In purchasing subsistence stores purchasing officers will be governed by the standard specifications and conditions published in circulars from the Commissary-General's office. The current circular is printed in paragraphs 331 and 332, as well as a standard form of circular advertisement and proposals thereunder.

25. A purchasing commissary will purchase only such articles as are authorized by the Commissary-General and only for such posts as are designated by him. If called upon to send articles not so authorized, he will inform the chief commissary making the call. See, however, paragraph 7 of this Manual, relating to emergency calls.

Purchasing commissaries will make timely provision for the supply of designated canned goods before the close of the canning season, in accordance with instructions from the office of the Commissary-General.

26. Purchasing commissaries will purchase stores for use on Government transports on requisition from transport commissaries approved by the subsistence superintendent of the transport service, if any, at the port at which replenishment is necessary.

27. Before acceptance, subsistence supplies will be inspected by the purchasing officer or by an officer acting under his instructions, if practicable, and may be so inspected by a competent regular employee of the Subsistence Department when inspection by an officer is impracticable. Special experts are employed as inspectors upon the authority of the Commissary-General only.

28. When facilities of a purchasing office do not permit of such thorough chemical analysis as may be necessary in particular cases, purchasing officers may, through the courtesy of the Secretary of Agriculture, call for assistance upon the chemists in the food laboratories operated by the Agricultural Department in different cities throughout the country.

29. As soon as practicable after proposals have been opened and abstracted and the samples (if any) examined the successful bidder will be furnished with a letter informing him of the award, and if a contract is to be executed and a bond furnished by him, he will be so informed.

30. All purchasing and depot commissaries are authorized to expend the necessary amount of subsistence funds for washing towels and for the purchase of a city directory and of ice for use in their

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offices without referring the matter to the Commissary-General for special authority.

31. Each purchasing commissary will, on or before the third day of each month, transmit on the form provided for the purpose to all other purchasing commissaries, and to chief commissaries who are not purchasing commissaries, and to the Commissary-General, a price list of the subsistence stores purchased by him during the preceding month, entering thereon the amount expended for exceptional articles immediately after the prices of the staple articles.

32. Purchasing commissaries will make reclamation on sellers for losses, upon the request of chief commissaries, in all cases notifying the chief commissary and the Commissary-General of the result. Amounts received as reclamation should be credited to the appropriation out of which the supplies were procured when the particular year can be fixed. When, for any reason, the year can not be definitely determined, then the amount should be credited to the appropriation current when the cash was realized.

33. Reclamation may be waived, if deemed advisable in the interest of the service, when the amount involved is less than $5. Reports of such waivers will be made to the Commissary-General.

34. Purchasing commissaries will, before the commencement of a fiscal year, request general authority to advertise during the ensuing fiscal year. Form No. 5, Supply Department, furnished by the Commissary-General, will be used in making such requests.

35. General depots for the purchase and storage of subsistence supplies until required for distribution are under the immediate control of the Commissary-General. They are the repositories for reserve subsistence supplies, but stores or property in excess of the current demands upon or needs of a depot will not be procured or stored except under instructions of the Commissary-General.

Upon being relieved from duty at any station a purchasing or depot commissary will report to the Commissary-General, giving summary of any changes effected in his office in regard to methods, administration, or improvements in the service during his incumbency, with suggestions as to what could further be done in the way of improvements.

NOTE.—For further regulations relating to the purchase of supplies, see the Army Regulations.

COMMISSARIES AT POSTS.

36. The staff of a post commander includes a commissary, detailed by him, whose official designation is "The Commissary, Fort ———."

37. Commissaries at posts or stations, whether they are independent or under control of department commanders, perform their duties under the supervision of the chief commissaries, and render to them such reports and requisitions as may be required for furnishing the posts with funds and subsistence supplies. Commissaries

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will exercise the greatest care in personally supervising the preparation of requisitions before they are submitted to the commanding officer for approval. Should any stores accumulate the commissary will at once take steps, either by letter or telegraph, to reduce or cancel shipments due.

38. When on opening an original package it is manifest that its contents were damaged when purchased, or the damaged condition was unmistakably the fault of the seller, the facts should be immediately reported to the purchasing commissary through the chief commissary of the department, so that the purchasing commissary may communicate with and make reclamation upon the seller without waiting for the action of a surveying officer; the business rule, in this respect, being followed of reporting to the person liable as soon as the facts are discovered. A survey should, however, also be requested as required by Army Regluations.

39. Before shipping subsistence supplies to other points, commissaries will carefully examine the supplies, opening original packages when there is a doubt as to the sound and serviceable condition of their contents. Damaged or unserviceable articles, or those liable soon to become so, will not be shipped.

40. The commanding officer of a post will require an inventory of subsistence stores on hand to be made by the commissary in person during the last week of each month. If it is not practicable for the commissary to take the inventory within the time mentioned, he will apply to the commanding officer for the detail of an officer to take it.

41. A commissary at a post will promptly transfer any excess of subsistence funds either to the chief commissary of the department or to an officer designated by him or deposit it under the proper appropriation to the credit of the Treasurer of the United States.

42. Commissaries will make daily inspections of their storehouses; see that they are kept dry and well ventilated; that the stores are properly cared for; that barrels and buckets of water and other means of extinguishing fires are ready for use, and that all proper precautions are taken to guard against loss.

43. The presence of a commissary-sergeant does not in any manner relieve the commissary from responsibility for the care of subsistence supplies. Commanding officers will supervise carefully the duties of commissaries at their respective posts, and will not permit commissaries to devolve their duties in any degree upon the commissary sergeants.

REGIMENTAL, AND BATTALION OR SQUADRON COMMISSARIES.

44. The duties of a regimental, battalion, or squadron commissary are nominal in garrison unless assigned to duty as post commissary or his assistant. When so assigned he is not entitled to extra pay for the performance of such duty.

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COMMISSARIES IN THE FIELD.

45. When troops are organized into units larger than a brigade, either in time of war or for purposes of instruction in time of peace, the administrative staff of the commander of any such larger unit includes a subsistence officer, whose official designation is "chief commissary;" for troops detached from a division an officer may be designated for subsistence duties whose official designation is "commissary."

46. *Chief commissary of an army.*—The duties of the chief commissary of an army are entirely administrative. He should not be accountable for any funds or stores. He exercises such supervision over the details of subsistence affairs as may be necessary to secure efficiency.

47. *Chief commissary of field army.*—The duties of the chief commissary of a field army are of the same nature as those of the chief commissary of an army, being also wholly administrative. He is responsible for the continued supply of the number of days' rations designated to be kept in trains and on the persons of the troops. Under instructions of his commander, he directs when and at what points to make issues. He makes frequent inspection of the stores and papers of his subordinates, correcting all irregularities. In time of war, upon receiving instructions to collect supplies from the invaded territory, he designates the zones of supply for each division and the places where the supplies will be accumulated; establishes the prices to be paid for requisitioned stores, and designates the officer to pay for same. In time of war he will be furnished by the Commissary-General with forms "Requisition for subsistence supplies (in an enemy's country)" and "Receipt for subsistence supplies (in an enemy's country)," together with a supply of war-blank kits.

48. *Chief commissary of a division.*—The administration of subsistence affairs vested in the chief commissary of a department devolves, in the field, upon the division chief commissary, who is responsible for the supply of all troops in the division. In time of war the chief commissary of a division has immediate charge of the levying of supplies in a theater of operations for the replenishment of field and supply trains whenever it becomes necessary to collect such supplies on account of inability to connect with the advance supply depots on the line of communications. He is aided by his assistants, regimental and battalion commissaries. He will be furnished with a supply of the blanks and war-blank kits, as provided by paragraph 47.

49. *Commissary for the independent cavalry.*—An officer with one or more assistants and sufficient number of commissary-sergeants should be assigned to duty with the independent cavalry. In addition to being charged with the proper subsistence of the command this officer, with his assistants and the noncommissioned officers

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under his command, will be especially charged with making out a rapid supply reconnaissance of the country and taking steps to collect all the available resources, both for the use of the independent cavalry and for the accumulation of such other stores not required by the command, to be placed in depots to become available for the use of the main body of troops. All the data obtained from the supply reconnaissance of the country concerning the location of food supplies should be transmitted through the chief commissary of the main body to the chief commissary of the base and line of communications. In order that this work of exploiting the local resources should be thoroughly carried out, these officers will be furnished with sufficient blanks and war-blank kits, including "Requisition for subsistence supplies in an enemy's country" and "Receipt for subsistence supplies in an enemy's country." The stores are obtained from the country by issuing requisitions (see Art. VII, sec. 197, Field Service Regulations), receipts being given for the stores thus obtained, instructions for this being shown on the blanks themselves. In case public stores are taken from the enemy, they will be secured for the service of the United States and taken up and accounted for.

50. *Regimental commissary.*—A regimental commissary receives the rations for his regiment from the division chief commissary, from supply trains, or from depots, and issues them to the companies and detachments of the regiment or to the battalion commissaries. He proceeds at the appointed time to the place designated for issue, with sufficient transportation to carry off his supplies. Each organization should have a commissioned officer present at every issue.

51. *Commissary at port of embarkation.*—A commissary will be assigned to the staff of the commander at a port of embarkation. He will be assisted by post commissary-sergeants and civil employees, varying in number according to the size of the expedition. The commissary will precede the troops to the port, establish a depot, arrange for sidings for commissary cars and for wharfage for subsistence stores, and perfect arrangements for supplying incoming troops with fresh meat and ice, fresh vegetables, and fresh bread.

At least ten days' rations for all troops constituting the proposed expedition will be shipped to the port of embarkation in advance of the troops, together with the necessary subsistence property and important sales stores, such as tobacco, stationery, etc. The commissary will be furnished with copies of all calls for these supplies and for other supplies which are to be sent to the port for forwarding to the troops. He will be instructed to call upon designated purchasing commissaries for such additional supplies as may be necessary to subsist the troops while at the port and to provide them upon their departure with necessary travel rations and with additional rations sufficient to subsist them for a designated number of days after their arrival at the base of operations.

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The commissary will see to the proper reception and shipment of all subsistence supplies. If the troops leave the port by chartered transport, he will furnish them with such rations as are ordered by proper authority, including fresh or frozen beef and fresh vegetables if practicable.

52. *Chief commissary of base and line of communications.*—The chief commissary of the base and line of communications will have numerous assistants, the number varying according to conditions. He organizes and equips and subsequently supervises and controls the subsistence depots at the base. To these depots are shipped from home bases such quantities of rations and other stores as may be prescribed in orders from the War Department or as he may subsequently order from home purchasing stations. It is the duty of the chief commissary to keep the base depots stocked to such extent as may be prescribed by the commanding general in the field or higher authority.

When the army is ready to proceed forward from the base, such number and kind of rations as may be prescribed in orders are issued from the base depots. Rations for the haversacks of the men and for field trains are issued to regimental commissaries on properly signed ration returns. Rations for the division supply trains and other subsistence stores are obtained on properly signed ration returns from the commissary at the advance supply depot, who files them with his papers to the Commissary-General. In time of war the regular accountability for these rations and stores terminates with the transfer to the trains at the advance supply depot. The commissary beyond the advance supply depot keeps a memorandum record, as prescribed by the forms in the war-blank kit.

It is the duty of the chief commissary of the base and line of communications to use every endeavor to keep the field trains and the supply trains supplied with the designated number of rations.

As the distance of the troops from the base increases, intermediate and advance supply depots are established along the line of communications, in charge of commissaries assigned as assistants to the chief commissary. The advance supply depots then become the source of supply of field trains, and of supply trains if the latter have been drawn upon for rations.

The depots are replenished by shipments from the base to an extent dependent upon the amount of transportation available and by systematic collection of supplies from the surrounding country. Supplies are obtained from the country by requisition on the inhabitants made by commissary officers connected with the line of communications or by purchases by the same officers. Supplies thus procured are stored at the depots or furnished direct to supply or field trains, as may be convenient.

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Commissaries charged with the levying of supplies should be assigned by their chiefs to well-defined districts and furnished with the same schedule of prices. To properly assign the work, the chief commissary will be provided with detailed information as to the resources of the country. He will be furnished with a supply of the blanks and war-blank kits, as provided by paragraph 47.

The chief commissary of the base and line of communications will make every effort to have the field bakery for the command established as near as possible to the troops, so as not to impede their movements, but to facilitate as much as possible the issue of fresh bread to them.

53. *Depot commissary.*—The base depots and the intermediate and advance supply depots along the line of communications are controlled by the chief commissary of the base and line of communications. In stationary camps a depot for subsistence supplies should be organized for each division, in charge of a depot commissary, but under the immediate supervision and control of the chief commissary of the division. Whenever practicable, issues are made direct to the regiments and separate detachments of a division from the division depot on properly approved ration returns. When the army is in motion, issues are made in a similar manner to field trains from the advance supply depots. Whenever practicable, a sales store for the convenience of officers, enlisted men, and civilian employees will be established at base, intermediate, and advance supply depots. In time of war they will be furnished a supply of war-blank kits.

54. *Movements of commissary officers.*—On the march commissary officers move as directed by their commanders. Habitually, army and field army commissaries move with their respective headquarters, division chief commissaries with their division supply trains, and regimental commissaries with their trains.

NOTE.—For a general discussion of the subject of subsistence in the field, see the Field Service Regulations.

TRANSPORT COMMISSARIES.

55. The duties of commissaries on transports are prescribed in the United States Army Transport Service Regulations. These duties are performed under the direction of the subsistence superintendent at the home port of the transport.

POST COMMISSARY-SERGEANTS.

56. The noncommissioned staff of a post commander includes a post commissary-sergeant, whose general duties are prescribed in Army Regulations.

57. In the field one or more post commissary-sergeants are assigned to each important place of deposit of subsistence supplies.

58. When practicable, post commissary-sergeants are detailed as storekeepers on transports.

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59. The arms and equipments prescribed for post commissary-sergeants are as follows:

1 noncommissioned officer's sword.
1 waist belt.
1 frog.

When ordered for field service, in addition—

1 revolver.
1 revolver holster.
1 revolver cartridge box.
1 canteen.
1 canteen strap.
1 set blanket-roll straps.
1 haversack.
1 meat can.
1 cup.
1 knife.
1 fork.
1 spoon.

This equipment is obtained from the different bureaus on proper requisition.

60. A post commissary-sergeant granted a furlough will report by letter to the Commissary-General immediately upon taking advantage thereof, stating the authority by which the furlough is granted, its duration, the date he takes advantage of the same, and his address while on furlough. He will also report promptly any change of address.

REGIMENTAL COMMISSARY-SERGEANTS.

61. Regimental commissary-sergeants are usually assigned to duty in the Subsistence Department at the post where located. In the field they assist the regimental commissary in making issues and in caring for supplies.

EQUIPMENT OF COMMISSARIES.

62. Commissaries at posts, department chief commissaries, purchasing commissaries, and depot commissaries are equipped in time of peace with such articles of subsistence property as may be necessary in the transaction of the business of the Subsistence Department.

For authorized lists of such articles see "Subsistence property," Article IX.

63. In the field only absolutely necessary articles are furnished.

64. In the field in time of war the commissary at the base or advance supply depot will be provided with a sufficient number of the following articles: Regimental field bakeries, complete; field ranges, complete; commissary chests, complete; field desks, complete; folding platform scales; field safes; paulins, large. In stationary camps necessary tentage and lumber for flooring should be drawn from the Quartermaster's Department. For the equipment

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of commissary chests, field desks, field bakeries, and field ranges see "Subsistence property," Article IX.

65. The following is the equipment of a regimental commissary in the field in time of war: 1 regimental field bakery, usually with the supply train, the necessary number of field ranges, and 1 subsistence department war blank kit.

66. In time of war the following is the equipment of division chief commissaries, while accountability for stores continues: 3 commissary chests, complete; 3 field desks, complete; 3 folding platform scales; 3 field safes; 9 paulins, large. This equipment is not necessary beyond the advance supply depots where accountability ceases. When heavy tentage is supplied, the necessary amount, within prescribed limits, should be drawn from the Quartermaster's Department.

When practicable, division bakeries will be established by combining the bakery equipments of the regiments in the division.

67. An officer assigned as commissary for troops detached from a division, while accountability for stores continues, requires part of the equipment authorized for a division chief commissary (par. 66), proportionate to the number of organizations detached. This equipment is not necessary beyond the advance supply depots where accountability ceases.

When practicable, a field bakery will be established for the troops detached by assembling the regimental bakeries.

68. The paulins prescribed in the foregoing paragraphs are obtained from the Quartermaster's Department.

69. The commissary at a port of embarkation and the chief commissary of a base and line of communications should make timely requisition for a reserve supply of regimental field bakeries and field ranges, the number to be called for depending upon conditions.

Article II.

CIVIL EMPLOYEES.

70. Laborers employed in the government service are of two classes, (1) those whose duties are unskilled manual labor only, and (2) those of higher grade. Those of the first class are subject to Labor Regulations promulgated by the President. Those of the second class are classified employees, subject to civil-service rules.

71. The Labor Regulations have been extended to govern the employment of unskilled laborers in federal offices in nearly all of the large cities of the United States. Where they are in force they must be strictly observed, whether the laborers are required for tem-

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porary or permanent work. To secure the services of laborers under the Labor Regulations application should be made to the local board of labor employment, for the certification of eligibles. Persons employed as unskilled laborers or workmen will not be assigned to work of the grade performed by classified employees.

72. The number and compensation of unskilled laborers and workmen throughout the Subsistence Department at Large are regulated by the Commissary-General under the direction of the Secretary of War. No workman or laborer will be permanently employed by the month without authority from the Commissary-General, nor, without special authority of the Secretary of War, will a laborer be so employed at a greater rate of compensation than $60 per month. In emergencies at depots in the United States, Porto Rico, Alaska, and Hawaii, or other stations beyond the limits of the United States where depots may be established, requiring prompt action, where the services of enlisted men are not to be had, laborers may be temporarily employed (under Labor Regulations, if applicable) without previous authority at not to exceed 25 cents per hour per man. The employment of unskilled laborers or workmen in the subsistence department in the Philippines division is supervised by the chief commissary of the division under instructions from the Commissary-General.

73. When the employment of an unskilled laborer or workman at stated compensation has been authorized by the Commissary-General or the Secretary of War and a vacancy occurs, the position may be filled (under Labor Regulations, if applicable) without new authority, provided the rate of compensation does not exceed $60 per month, but a report of any such change will be made promptly to the Commissary-General.

74. Civil positions above the grade of unskilled laborer or workman in the Subsistence Department at Large are established by the Secretary of War, upon the recommendation of the Commissary-General, and are filled by appointments by the Secretary of War from lists of eligibles furnished by the United States Civil Service Commission, or by reinstatements or transfers by the Secretary of War under civil-service rules. The appointees are a part of the executive civil service of the United States. Their number and compensation are fixed by the Secretary of War, and their promotion, reduction, and removal are determined by him, upon recommendation of the Commissary-General, according to the interests of the public service. Their assignment to and transfers from stations of the Subsistence Department at Large, including transfers from stations in the United States to those in the island possessions and vice versa, are regulated by the Commissary-General, with the approval of the Secretary of War.

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75. In cases of misconduct justifying removal from the public service, and in cases where for any cause (other than one merely political or religious) removal will be promotive of the efficiency of the service, they may be suspended from pay and duty by the officers under whom they serve, being furnished by the latter with a copy of the reasons calling for their removal and given three days for personally answering the same in writing. Copy of such reasons and notice, together with the answer, if any be made, will be forwarded by the officer making the suspension to the Commissary-General for submission with his recommendation to the Secretary of War for final action. No change in grade or compensation shall be made without the reasons therefor being reported through the Commissary-General to the Secretary of War and approved by him.

76. A vacancy occurring by death or otherwise will be at once reported by letter to the Commissary-General by the officer under whom the vacancy occurs, who will, in another letter, request a promotion or a new appointment to be made if one is desired. The vacancy will be filled by promotion by the Secretary of War or by appointment by him from the eligible lists of the Civil Service Commission, or by transfer or reinstatement. Temporary appointment without examination and certification by the commission, pending permanent appointment, promotion, or transfer to fill a competitive position, shall not be made in any case except when the public interest so requires, and then only upon the prior authorization of the commission; and any appointment so authorized shall continue only for such period as may be necessary to make appointment through certification of eligibles or by promotion or transfer; and in no case without prior approval of the commission shall extend beyond thirty days from the receipt by the appointing officer of the commission's certificate, or, in case the vacancy is to be filled by promotion or transfer, beyond thirty days from the date of the temporary appointment.

77. A vacancy occurring in the classified service in the Philippine Islands will be filled as provided in the foregoing paragraphs or by appointment from eligible lists and under the rules of the Philippine civil-service board. Appointment from such eligible list will be made only after authority for the same has been obtained from the Secretary of War.

78. Separations from the service and changes of salary of classified civil employees in the Philippine Islands will be made by the War Department in accordance with the rules and practices which obtain with respect to such employees in the United States.

79. Clerks and other employees of the several departments at large and military departments under the jurisdiction of the War Department who are regularly and continuously employed may be granted thirty days' annual leave with pay in any calendar year when to

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grant such leave will not cause embarrassment or delay in the conduct of the public service. Pay may be allowed in case an employee is absent because his presence would jeopardize the health of fellow-employees, or when an employee is unavoidably absent from duty by reason of personal illness, provided that the period of such absence, added to all other previous periods of absence with pay during the calendar year shall not exceed sixty days in that year, and provided that the absence is accounted for to the satisfaction of the proper officer by the personal certificate of the employee and the certificate of the attending physician. Sundays and days declared public holidays by law and executive order and Saturday half holidays, authorized by department orders, will be charged in all cases of absence except when included in a period of annual leave.

80. Clerks transferred to the Philippines will be allowed an increase of $200 in annual compensation, to take effect on the date of leaving station in United States. Clerks so transferred will be allowed transportation and expenses en route from station in the United States to station to which assigned in the Philippines.

81. Clerks transferred from the Philippines will be reduced 20 per cent in compensation as nearly as the grades fixed by law will permit, provided that such reduction does not lower their pay below what they received in the United States at the time of transfer. Such reductions will take effect on the date of arrival at proper station. Clerks so transferred will be allowed transportation and expenses en route from station to station.

82. Appointees to the service, whether by reinstatement or otherwise, must bear all expenses of proceeding to the station to which appointed.

83. Recommendations for promotion of clerks should originate with the officer under whom the clerk is serving and not with the clerk.

84. No recommendation for the promotion of any employees in the classified service shall be considered by any officer concerned in making promotions except it be made by the officer or officers under whose supervision or control such employee is serving, and such recommendation by any other person, with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.

85. A record will be kept in each office showing the name and address of the nearest relative of each civil employee of the Subsistence Department.

86. Commissary clerks for army transports are appointed under the civil-service rules in the manner prescribed by paragraph 74.

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87. The pay of clerks employed on army transports is fixed at rates not to exceed $100 per month in any case. Subsistence while on shipboard will be furnished free to subsistence and quartermaster employees belonging to the transports.

88. Every appointment to and separation from the service of civil employees, temporary or permanent, whether classified or not, will be reported promptly to the Commissary-General, with the names of the persons concerned and a citation of the authority in case of appointment. In case of discharge from the service the date of discharge and the date to which he was last paid and by what officer will also be stated.

89. When a clerk is granted a leave of absence, a statement will be forwarded to the Commissary-General showing the date on which such absence begins, the date to which he was last paid, and by what officer.

90. When a clerk is transferred from one office to another, the officers concerned will report to the Commissary-General the date of his departure from the old station and date of arrival at the new. The officer at the new station will also be informed by letter of the date to which the clerk was last paid.

91. Authority for the employment should accompany the first pay roll on which payment of civil employees is made, and the number of such pay roll should be given on all subsequent vouchers for payments made under the authority, stating with whose accounts filed, and the month and year of same.

ARTICLE III.

FUNDS AND MONEY ACCOUNTABILITY.

NOTE.—For general regulations covering this subject see the Army Regulations.

FUNDS—HOW OBTAINED.

92. Funds required for the use of chief commissaries and purchasing commissaries are obtained on estimates forwarded direct to the Commissary-General. Funds required by officers in the Philippines will be obtained from the chief commissary of the Philippines division.

93. Funds required by commissaries at posts are furnished by chief commissaries.

94. Recruiting officers stationed elsewhere than at a garrisoned post will obtain subsistence funds from the chief commissaries of departments in which they are respectively recruiting.

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95. Transport commissaries will submit all requisitions for subsistence funds at the home port to the subsistence superintendent, and at all other ports to the chief or purchasing commissary on duty there.

TRANSFERS OF FUNDS.

96. Subordinate commissaries should habitually keep their funds in the same depository as that used by the chief commissary, who is the recipient of surplus funds, or who furnishes funds required by the subordinate commissary. This enables transfers by check to be made in either direction with promptness and safety. For the methods of making transfers by checks, see the Army Regulations.

97. Whenever it shall become necessary, at a post remote from any public depository, to send to the chief commissary of a department, or to the nearest public depository, the subsistence funds that have accumulated at the post, they may be transported by express, if there be no other safe way of sending them. Application for the authority of the department commander for such transportation will be made by or through the chief commissary of the department, and when authorized by the department commander it will be furnished by the Quartermaster's Department.

98. When subsistence funds are transferred in currency, either by express or otherwise, the officer to whom the funds are invoiced will receipt for the actual amount received by him. In case of shortage, or nonreceipt of any of the funds, the invoicing officer will be promptly notified, in order that he may call for a survey of the facts. While such survey may recommend the relief of the invoicing officer from accountability for the lost funds and thus serve as the basis for a claim, actual relief can be obtained only through application to the Court of Claims or to Congress.

99. As a rule, an accountable officer should not be required to make transfers of funds in any manner that might result in their loss. Transfers by check, as prescribed by Army Regulations, afford absolute protection to the invoicing officer. Transfers in any other way, even if made by orders of superior authority, are at the risk of the invoicing officer. A commissary is justified in taking no risks with public funds for which he must account. If he is unable to transfer surplus funds with safety in any other way, he should request orders to proceed personally with the funds to the place designated for their receipt.

100. Transport commissaries will not keep funds to their credit in depositories. They will take advantage of every opportunity to transfer all surplus funds to officers of the Subsistence Department.

Commissaries on seagoing transports are authorized, when necessary, to keep in their personal possession, at their own risk, not to exceed $4,500 subsistence funds.

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CHECK BOOKS.

101. An officer relieved from duty as a disbursing officer and having a check book on the Treasurer or an assistant treasurer in his possession will cut from the book the stubs used by him (to be filed with his retained papers), and will transfer the unused checks and stubs to his successor, taking a receipt therefor in duplicate, which shall describe the unused checks by their serial numbers, one copy of which will be transmitted by the officer relieved to the Treasurer or to the assistant treasurer by whom the check book was originally issued. If there be no successor, the book of unused checks and stubs, after the used stubs have been removed, will be at once returned to the Treasurer or assistant treasurer by whom originally issued, with a letter describing the serial numbers of the unused checks so returned, and a receipt obtained therefor. Before transferring any check book the transferring officer will first examine the unused checks to see that there is no break in the serial numbers, showing that checks are missing.

102. An officer who for the convenience of any disbursing officer detaches any blank checks and stubs from the check book on the Treasurer or any assistant treasurer in his possession will take the receipt of such disbursing officer in duplicate for such checks by serial numbers, and transmit one copy of the same in the manner directed in the preceding paragraph.

103. Under no circumstances will unused check books or blank checks taken from check books on the Treasurer or an assistant treasurer be kept for an unreasonable time in the possession of any disbursing officer of the War Department. If at any time his credit with the Treasurer or an assistant treasurer becomes exhausted, and there is no reasonable expectation that money will be placed to his credit at an early date, he will transfer his check books or checks to the Treasurer or assistant treasurer in the manner directed above. If he has notice of a remittance, or a reasonable expectation that money at an early date will be placed to his credit, he will, upon his deposit becoming exhausted, inform the Treasurer or assistant treasurer of such notice, or of such expectation, and renew the advice to the Treasurer or assistant treasurer semimonthly until the remittance is received or until the check books or checks are transferred.

104. The greatest care should be exercised in the custody of check books for the interest of all concerned. When not in use they should be kept under lock and key. The serial numbers of the unused checks will be examined frequently to see that no check in the series is missing.

105. An officer who sends a transfer check to a national-bank depositary or to the Treasurer or an assistant treasurer of the United States, requesting that a stated amount be placed to the official credit

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of the officer named in the check, should also request the Commissary-General or the Treasurer or assistant treasurer, as the case may be, to send a check book to the officer to whom the funds are transferred, if he is not already supplied with one.

DISBURSING OFFICERS.

106. If a disbursing officer has reason to doubt the legality of a claim, he is justified in declining to make any payment thereon until the claimant shall have caused it to be presented to the accounting officers, and until a favorable decision shall have been rendered by them thereon. (2 Dec. 2d Comp., par. 439.)

107. Disbursing officers * * * may apply for and the Comptroller of the Treasury shall render his decision upon any question involving a payment to be made by them or under them, which decision, when rendered, shall govern the Auditor and Comptroller of the Treasury in passing upon the account containing said disbursement. (28 Stat. L., 208.) Officers seeking Comptroller's decisions must apply for them through The Adjutant-General of the Army.

108. An officer disbursing subsistence funds, upon being relieved from duty at a station, will either transfer to his successor or deposit in some United States designated depository, under the proper appropriation, to the credit of the Treasurer of the United States, the unexpended balance of public funds remaining in his hands or standing to his credit in a depository, close his accounts, and make final returns, marking the same "Final accounts at ———."

109. Every bonded officer of the Subsistence Department who files a new bond will close his account under his former bond and open a new account under his new bond, submitting *separate* accounts current under each bond; this to enable the Treasury Department to definitely fix the responsibility of each bond.

110. An officer is not permitted to transfer funds from himself under one bond to himself under another bond. Prior to giving a new bond an officer should transfer all funds to the Treasurer of the United States or to a bonded officer in his own department, actual transfer of funds to take place.

111. Unexpended balances of appropriations for "Subsistence of the army" will be deposited to the credit of the Treasurer of the United States within three months after the close of the fiscal year to which the appropriation pertains, except at stations in the Philippine Islands.

112. Accounts and claims accruing during a fiscal year, payable from the appropriation "Subsistence of the army" for that year and remaining outstanding three months after the close of the fiscal year, will be filed with the Commissary-General for administrative action and transmission to the accounting officers for settlement and

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payment through the Secretary of the Treasury. This regulation does not apply to appropriations disbursed at stations in the Philippine Islands.

113. In the Philippine Islands unexpended balances of appropriations will be deposited to the credit of the Treasurer of the United States within six months after the close of the fiscal year to which the appropriation pertains. Claims presented thereafter will be filed for settlement as provided in the preceding paragraph.

114. Where records or other necessary data have been lost or destroyed, and the disbursing officer is thereby prevented from determining the correctness of any claim presented to him, the same should not be paid by him, but should be forwarded to the Commissary-General for reference to the proper auditor for adjustment, with such information as may be in the disbursing officer's possession. The Auditor may make calls for such reports and evidence as may be available, or for statements by the parties tending to substantiate the claim presented. This course will result in more accurately arriving at the Government's indebtedness and paying the claimants what is due them. (See 12 Comp. Dec., 721.)

115. Deposits to the credit of the Treasurer of the United States on account of repayment of disbursing funds must be made with the office or bank in which such funds are to the credit of the disbursing officer.

VOUCHERS.

116. Vouchers for subsistence stores must be made separate from those for subsistence property.

117. Authority for payment should accompany the first voucher or pay roll upon which payment is made, and the number of such voucher or pay roll should be given on all subsequent vouchers for payments made under the authority, stating with whose accounts filed, and the month and year of same.

118. When a signature is not written by the hand of the party it must be witnessed by a disinterested party—a commissioned officer when practicable.

119. When copies of papers are necessary to establish the validity of a voucher in a disbursing officer's account, the copies must be certified by some officer other than the disbursing officer claiming credit on the voucher.

120. Where previous authority is not obtained for publishing an advertisement no subsequent approval will warrant the payment of the voucher for such service.

121. The original vouchers for advertising or job printing, which bear the indorsement of approval of the Secretary of War, must be mailed with the accounts current to which they pertain.

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122. If a voucher is not paid in the month in which the transaction occurs, the reason why payment was not made should be stated on the voucher on which payment is made.

123. Vouchers for reimbursement for private funds used in payment of public accounts must show the necessity of the transaction and be supported by the original receipted bills of those to whom the money was paid, and by certificate or affidavit (as the case may require) that the person claiming reimbursement had no personal profit in the matter.

124. When an officer not provided with funds makes an authorized open-market purchase exceeding $100 in amount, he will duly execute Form No. 18, Supply Department (furnished by the Commissary-General), and file it with the vouchers which are sent to the officer who is to make payment.

125. Vouchers on which payments for board money are made to civil employees on transports will show that meals for the persons concerned were not furnished on the transport during the periods covered by the vouchers, and will indicate the reasons why they were not.

126. Officers making disbursements must personally supervise every voucher paid by them, and either see that all checks or other funds actually reach the persons to whom they are payable or adopt proper measures to insure their delivery. Payments may be made only to the persons to whom the money was originally due.

ADMINISTRATIVE EXAMINATION.

127. Money accounts are examined administratively in the office of the Commissary-General and any exceptions taken are noted thereon when transmitted to the auditor. The letter addressed to the officer contains the same information as is furnished the auditor. Such items are subject to suspension by the auditor until satisfactory explanation is received by him.

It is not necessary for an officer to advise the Commissary-General when, in pursuance of instructions, he communicates with the Auditor for the War Department.

ARTICLE IV.

SUBSISTENCE STORES.

NOTE.—See the Army Regulations for definition of subsistence stores, and see tables, paragraphs 262 to 270, inclusive, for lists of such stores.

128. Officers responsible for subsistence stores will examine all packages on hand at least once in each month, opening original packages when there is a doubt as to the sound and serviceable condition

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of their contents. As damaged stores never become any better and are frequently in the way, they should be promptly disposed of by certificate or by the action of a surveying officer.

129. When there is danger of the Government sustaining heavy loss by stores deteriorating, and there is no prospect of such stores being consumed in the near future, the commissary will immediately communicate with the chief commissary, through his commanding officer, with a view to having such stores shipped elsewhere.

If it be inexpedient to transport the sales articles to a place where they can be used, they will be reported, through proper channels, to the Commissary-General, with a view to their condemnation and sale at public auction under section 1241, Revised Statutes. (See 7 Comp. Dec., 260.)

If it be inexpedient to transport ration articles to a place where they can be used, the commissary will report the facts to his commanding officer, who will require the organizations to utilize such stores, not to exceed the ration allowance, until the surplus is exhausted, or until such other action as may seem advisable can be taken to protect the interests of the Government. The Government should not sustain loss of stores through the abuse of the savings privilege, nor should the soldier be forced to consume surplus stores that have accumulated through neglect of the commissary or other responsible officers. (See par. 37.)

130. Subsistence stores which have deteriorated, but are of value for other purposes than for human food, will be condemned and sold at auction, and prior to the sale the accountable officer will cause each can, box, bottle, or other container to be stamped or indelibly marked as follows: "Deteriorated military supplies condemned and sold under section 1241, Revised Statutes."

Subsistence stores which have deteriorated to such an extent as to render them without value for any purpose whatever will be condemned and destroyed.

131. Stores condemned and ordered sold will be disposed of at auction, or to the highest bidder on sealed proposals, as provided by Army Regulations.

132. Empty barrels, boxes, bags, hides, tallow, and other like articles not required for public use will be carefully preserved and sold as may be convenient, in the manner prescribed in the preceding paragraph for stores condemned and ordered sold.

EXCEPTIONAL ARTICLES.

133. Upon the written guaranty of the officer or enlisted man requesting them that they will be accepted and paid for on arrival at the post regardless of their condition, any of the following articles may be called for by chief commissaries, purchased without adver-

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tisement, and invoiced to the commissaries at posts, for delivery to those requesting them, when the money value of the articles requested is greater than the cost of transporting them to their destination, viz:

1. Articles included in the authorized lists which differ in quality or size, or in size of package, from those that have been furnished the post for sales.

2. Articles of food, properly classifiable as groceries, which are not mentioned in the authorized lists.

3. Articles of cleaning materials, of stationery, ice, and other articles which are of the same general character as those mentioned in the authorized lists.

Chief commissaries are instructed from time to time by the Commissary-General as to the proper purchasing stations from which to obtain "exceptional articles."

134. No malt, vinous, or spirituous liquors will be purchased by the Subsistence Department as exceptional articles, or for any other purpose.

135. The Subsistence Department is not authorized to purchase exceptional articles and furnish them to post exchanges on the request of officers in charge of those exchanges.

136. Requests from those desiring exceptional articles will be made in duplicate on the form provided for the purpose and in accordance with the printed instructions thereon. One copy of each request will be retained by the commissary at the post, and one copy will be forwarded, if practicable, with the monthly requisition for reference to the purchasing commissary. If forwarded at any other time, a satisfactory explanation for so doing will be required.

137. Chief commissaries should not ask for exceptional articles to be shipped at unseasonable times, or when they are very liable to damage or decay, unless satisfied that those asking for them are fully aware that they will be required to take and pay for the articles on arrival regardless of their condition. More than ordinary care should be taken by purchasing officers in preparing packages of such articles for shipment.

138. Should articles be requested to be sent, the propriety of furnishing which as exceptional articles is doubtful in the mind of the chief commissary, the matter will be referred, with his remarks, to the Commissary-General for decision.

139. Exceptional articles must be purchased by purchasing officers in time to reach destination as near the date desired as possible; but delay en route after shipment will not excuse the officer ordering the supplies from accepting them.

140. Chief commissaries may authorize the commissaries at posts under their supervision to purchase such exceptional articles as can be delivered at such posts without any cost for delivery.

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141. Should any person fail during the month in which received to pay for the exceptional articles purchased for him, the articles not paid for and their value will be entered on the return of subsistence stores with the necessary explanatory remarks.

142. Purchase vouchers of exceptional articles will state the items in detail, with prices, on the face of the voucher. On the face and back of the voucher the words "Exceptional articles" will be entered in red ink, these vouchers being made separate from those for other subsistence supplies.

143. Each invoice of and receipt for exceptional articles will show the total money value of the stores embraced therein, and have entered in red ink, on the face, the words "Exceptional articles."

144. Only the money value of exceptional articles will be entered on the returns of the accountable commissaries, items being wholly omitted, except as provided in paragraph 141 above. The same rule will apply to entries on the abstract of sales.

ARTICLE V.

RATIONS.

NOTE.—For definitions of the various rations established and the articles and amounts thereof which comprise these rations, see the Army Regulations in the Appendix and paragraph 322 of this Manual.

145. The garrison ration is for troops in garrison, on the march, and in camp; the field ration is for troops in the field in active campaign, with sufficient transportation; the haversack ration for troops in the field in active campaign, when transportation is limited; the travel ration for troops traveling otherwise than by marching, and separated from cooking facilities; the emergency ration for troops in time of war in active campaign for use on occasions of emergency, and the Filipino ration is prescribed for Philippine Scouts, whether in garrison, in the field, or traveling. When impracticable for Philippine Scouts to use the Filipino ration while traveling other than by marching, on account of the lack of cooking facilities or for other reasons, the regular travel ration may be prescribed.

Ordinarily it is not intended that the field or haversack ration will be used, except in time of war beyond the advance supply depots where accountability ceases. If at any time use is made of the haversack or other form of ration on which no savings are allowed, the articles forming such ration will be dropped on special abstracts approved by the commanding officer.

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FRESH BREAD.

146. Fresh bread is supplied to troops in garrison from post bakeries operated in accordance with Army Regulations. In the field, if the garrison ration is furnished as authorized in permanent camps, bakeries will be established whenever practicable and operated in like manner as bakeries at posts.

147. When the field or haversack ration is furnished, and troops are in active campaign, bakeries will be established when practicable. The commissary will furnish the flour and yeast rations due troops direct to the field bakeries, any amounts in excess of those required to furnish full allowance of bread to troops being retained by the commissary. If other stores are needed in baking bread, they will be furnished by the commisssary to the bakery upon properly approved requisitions.

FRESH BEEF.

NOTE.—For specifications for fresh beef, see "Specifications and conditions for subsistence stores;" paragraph 331.

148. As usually furnished in the United States, hind quarters include one rib. When so cut, and trimmed according to specifications, the difference in weight between fore and hind quarters will not exceed 25 pounds per carcass. To comply with specifications, the proportion of fore and hind quarter meat to be delivered should be about as 13 to 12 for average size steers.

149. "Kidney fat" includes all the fat pertaining to and immediately surrounding the kidneys, and does not include other suet in the hind quarters.

150. A study of the following rules will enable a commissary or inspector to see that the meat delivered is according to specifications as to quality, condition, and sex:

Both dark-red lean meat and yellow fat generally indicate age, though some young animals have a decidedly yellow fat due to peculiarities of breed, character of feed, etc. Light-red lean meat and white fat indicate youth. The marrow in the bones of a young animal is soft and red, and that in an old animal is hard and light in color. Soft, white, and wide cartilage indicates a young animal, while hard, dark, and thin cartilage indicates an old animal. Looking along the backbone the character of the cartilage between the vertebræ can be determined. This cartilage generally becomes hard at the age of 6 or 7 years. The cartilage of the breastbone becomes hard in an old animal.

In the female the size and condition of the udder show the relative age. The udder of the heifer shows a clean cut and a firm, uniform mass in either flank, while that of the cow presents a more or less flabby appearance. Sometimes the udder of an old cow is removed, some fat taken from a steer substituted therefor, and the flank is

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skewered over in such a way as to resemble the udder of a heifer. The presence of skewers in the udder should arouse suspicion, and the appearance of the rest of the carcass should give conclusive proof of this deception.

The carcass of a bull shows massive shoulders, thick bulging neck, and broad breast. It shows a more rounded rump and has darker and coarser meat than a steer, cow, or heifer. In the case of the bull there is an absence of scrotal fat. The fore quarters of a bull are relatively larger than his hind quarters.

The carcass of a steer should show youth. Its flesh should be florid in color and firm and elastic to the touch and lighter in color than that of a cow. Its most distinctive feature is a bunch of fat known as the "cod," which is enveloped in the scrotum.

In all male carcasses the section of the pelvic or "rump" bone shown in the hind quarter is more or less curved. At the outer end of this section is a crescent-shaped piece of lean meat sometimes separated from the end of the bone by a little fat. In the fore quarter of a steer in good condition the surface of the cut separating the fore from the hind quarter should show the lean meat well mottled with fat; while that of a cow shows little, if any, mottling. Each rib of a steer, as shown in the fore quarter, generally presents a well-rounded appearance, while in the fore quarter of a cow each rib presents a surface more or less flattened.

In female carcasses the section of the pelvic or "rump" bone, as shown in the hind quarter, is nearly straight, the decrease in curvature depending on the number of calves born to the female. At the outer end of this section no lean meat is visible. A spayed heifer's carcass generally shows the scar in the flank.

Excessive moisture, which is mostly observed in flanks, abdomen, under the shoulder blade, and at the brisket, in the order named, is particularly noticeable in the carcasses of old cows or any animal that is ill-conditioned.

151. At each post at which a veterinarian is stationed and which is supplied with fresh beef by local dealers from cattle slaughtered in the vicinity, the commanding officer, whenever it is possible to do so, will cause the veterinarian to inspect the cattle before they are slaughtered and at the time of slaughtering, and also the beef when delivered at the post, with a view of determining whether the contract requirements have been met, and to report in writing to the commanding officer the result of such inspection.

BEEF CATTLE.

152. Before accepting beef cattle a commissary, or board of officers if convened for the purpose, should be satisfied as to their age, sex, quality, and health. A veterinarian will assist in the inspection whenever practicable.

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153. *Age.*—The age of cattle is estimated by the teeth. The adult animal has 8 incisor teeth in the front of the lower jaw, but none in the upper jaw, which is callous. At 2 years of age the middle 2 permanent incisors are generally well up, having replaced the "milk teeth" present at birth. The remaining permanent incisors appear in pairs at irregular intervals, the complete set generally being fully developed at 4 years of age. After that, age can only be estimated by the wear of the teeth and the general appearance of the jaw. As age advances the teeth become more and more worn and yellowish, are not so crowded in the jaw, and lose their chisel shape, the gums at the same time receding.

The age of cattle may also be roughly guessed at by the horns. When 3 years old they are smooth and handsome. At 5 a ring generally appears on the horns of steers at their roots, and a new ring appears each succeeding year. These rings are, however, not well defined and are liable to be tampered with, as they can be filed off, and are therefore not a reliable guide.

Cattle for army use should be between 2 and 6 years of age.

154. *Sex.*—A bull is an uncastrated male.

A bullock is a young bull.

A steer is a male not full grown and castrated when young.

An ox is a full-grown male castrated when young.

A stag is a male castrated late in life.

A heifer is a young female.

A maiden heifer is an adult female which has not been allowed to breed.

A spayed heifer is a female with ovaries removed.

A cow is a female that has had a calf.

155. *Quality.*—The most suitable steers are those which are moderately fat. Very fat animals, whose flesh wastes much in cooking, are as much to be avoided as those which are thin and underfed.

A good steer should have a level, straight back, and its bones should be well covered with flesh.

A fine, soft, mellow, elastic, and movable skin is a point of excellence.

156. *Condition.*—In examining a herd of cattle, the following points may be taken as indicative of good health:

Movements brisk, eyes bright and full, muzzle cool and moist; dung normal, neither watery, hard, nor blood-stained; coat glossy.

The animals should, when quiet, be constantly chewing the cud; if lying down, should, when quietly raised, stretch themselves.

The following points indicate ill health:

Movements dull and sluggish, eyes dull and hollow, muzzle hot and dry, heat at base of horns, dull coat, tight skin.

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Should an animal not stretch himself on being quietly raised, or not chew the cud for any length of time, or stand apart from his fellows, or cower behind a bush or wall, he must be looked upon with suspicion and should be rejected.

157. *Purchase.*—Beef cattle will be purchased only when necessary for supplying beef to troops in campaign or on the march.

The local resources of invaded territory in the way of fresh meat should always be utilized. The animals brought in by foraging parties will be assembled in corrals established on the line of communications, and the slaughtering (under the observation of veterinarians) and issuing will generally be conducted by commissary officers.

In regions distant from railroad or water communication and deficient in local supplies, it may be necessary to purchase herds of cattle in advance of a movement, driving them with the command and slaughtering them as needed. Such purchases will be made by contract when practicable. If time or circumstances render open-market purchases necessary, and do not permit of reducing to writing the terms of purchase agreed upon, the method to be used in determining the net weight will be stated to, and accepted by, the parties supplying the cattle.

158. *Contracts.*—Contracts for beef cattle are made on the form furnished by the Subsistence Department for the purpose.

This form provides for the purchase of steers only, excluding those that are wild, lame, or diseased. It specifies the maximum and minimum limits of age and weight, generally 6 and 2 years, and 1,400 and 1,000 pounds, respectively, and prescribes the method of determining the weight and of making deliveries as follows:

If practicable, the cattle shall be weighed; in which case they shall be kept twelve hours, immediately before weighing, without food or water. Their net weight shall be considered as 55 per cent of the gross weight when the animal weighs 1,300 pounds or more; 50 per cent when weighing between 1,300 and 800 pounds; and 40 per cent when weighing 800 pounds or less.

If impracticable to weigh the cattle, the herd will be separated into three lots, according to apparent weight—heavy, medium, light—or into a greater number of lots, if the herd is large and the cattle of great diversity in weight. From each lot an animal will be selected as of the average weight and condition thereof, killed and dressed and trimmed as follows: Necks cut off perpendicularly to the line of the vertebræ, leaving but three cervical vertebræ on the carcass, shanks of fore quarters cut off 4 inches above the point where the long bone (radius) makes a joint with the knee, shanks of hind quarters cut off 8 inches above the point where the long bone (tibia) makes a joint with the uppermost bone of the hock. The actual scale weight of the carcass of each animal thus dressed and trimmed (excluding

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necks, shanks, and kidney fat) shall be considered as the average net weight of the cattle of the lot from which the animal was taken.

The delivery of the beef cattle shall be accomplished in the following manner:

When the contractor is ready to deliver the cattle he should so notify the commissary. If there be a commanding officer the commissary shall at once report such notification to him. Thereupon the commanding officer shall immediately convene a board of officers, to consist of as many members, not exceeding three, as can be assembled, one of whom shall be the commissary, and the others preferably company commanders. Whenever practicable, the board will be assisted by a veterinarian. The commissary and the commanding officer shall comprise the board if no other officers are available. As soon as practicable, the board shall personally inspect the cattle, select such as conform to the requirements of the contract, and determine their net weight in the manner prescribed in the preceding paragraphs. Upon the determination of such net weight the commissary shall receive the cattle so selected and plainly brand them on the left hind quarter with the letters "U. S." If the commissary be the only officer available, he shall at once pursue the course prescribed in this paragraph for a board of officers. The board shall furnish a report (or the commissary shall furnish a certificate, as the case may be) setting forth fully the method pursued in determining the net weight of the selected cattle, the several steps taken by them or him in the performance of their or his whole duty relating to the contract, and the number of head and aggregate net weight of the selected cattle.

159. *Care.*—In driving cattle they should be started on the road at daybreak, and after one hour they should be stopped to rest and ruminate when they will be found to drive with more ease to themselves than if the stoppage had not been made. At meridian, if opportunity offers, the herd should be halted from one to two hours, allowing them to feed and water. Cattle should never be driven, but permitted to assume their own gait, except the lively fast-traveling ones, which should be held in check to give those in rear an opportunity to close up and prevent separation. A herd should never be separated in sections, especially in proceeding through a wooded country. The number of men required in the field is about 3 to the 100 head. They should be placed at equal distances on the sides, with a strong force of herders in the rear to guard against straggling, for there will be in all large herds some that are lame or too heavy to travel well.

In herding cattle where there are no fences for corrals the cattle should be allowed a free range of country, with mounted herders at equal intervals and within sight of each other on the outer circle.

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In pasturing cattle water should be of convenient access from the feeding grounds, and cattle should not be kept on the pasture more than eight hours in twenty-four, commencing at daylight in the morning, removed at the expiration of four hours, and replaced, say, at 2 o'clock p. m., and removed at 6 o'clock p. m. This method gives them an opportunity to chew the cud, and prevents unnecessary trampling of the grass.

When sufficient pasturage can not be secured for beeves, hay, corn, and other articles of forage will be purchased and fed to them in such quantities as may be necessary. Hay and corn are the best forage, and if fed in proportions of about 12 pounds of each will ordinarily keep cattle in good condition—to be fed half each in the morning and half in the evening.

Cattle should be allowed to drink whenever they desire, but when this is not possible, they should be driven to water after the morning and evening feed.

Cattle should be salted twice a week with about 4 ounces per head at each issue.

160. *Slaughtering.*—Roughly, one butcher is required for every thousand troops. A veterinarian should be present, whenever practicable, when the animals are killed and dressed.

The animal heat leaves the beef in about twenty-four hours after being killed, and if an animal is killed, dressed, and immediately thereafter issued to troops it is very liable to cause diarrhea and is otherwise prejudicial to health. For this reason beef cattle should be slaughtered late in the day, if practicable, to allow the animal heat to escape over night. In temperate climates cattle should, when practicable, be killed twenty-four hours before issue; in hot climates at least ten hours. Cattle should be deprived of food for twelve hours before slaughter.

In taking off hides care should be observed not to cut them, as every knife cut reduces the value of a hide. Hides will be preserved by drying or salting, and sold as soon as practicable.

Whenever time and convenience will permit, the tallow will be rendered, placed in suitable receptacles, and sold as soon as practicable.

161. *Accounting.*—Beeves will be accounted for by number and net weight on the return of subsistence stores, hides by number, and tallow by pounds.

COMMUTATION OF RATIONS.

162. Commutation of rations is money paid in substitution of the ration.

163. Commutation of rations, being regulated by statute and regulations, can not be allowed by inferior authority.

164. The amount to be paid as commutation is fixed by statute in only a few cases. No specific authority to establish rates in other

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cases has been given by statute, but the amounts fixed by Army Regulations are recognized and sanctioned in the provisions of the army appropriation acts.

NOTE.—For general regulations governing the payment of commutation of rations, see the Army Regulations.

165. Commutation of rations may be paid on a furlough extended by proper authority irrespective of when the extension was granted.

166. Commutation of rations to members of the Nurse Corps (female) is authorized during only one month's leave in each calendar year.

167. The right of an enlisted man to commutation of rations while on furlough is not involved in the question whether an officer was or was not acting within the scope of his authority when he granted the furlough. After a soldier complies with the requirements specified in a furlough which is officially given to him, he should not be made to suffer pecuniary loss of commutation because the officer granting the furlough exceeded his authority.

168. When an enlisted man is on furlough and is discharged before the expiration of his furlough, he is entitled to commutation of rations for the day of discharge.

169. When commutation of rations on furlough or travel order is payable from the appropriation of two fiscal years, the officer who first makes part payment from funds available for either portion of the time involved will take a copy of the furlough or order for file as a subvoucher to his receipt roll, indorse on both the original and copy the date, amount, and mode of payment, and certify on the copy that the fact of payment has been indorsed on the original. The officer who makes final payment will take up the original, indorse on it the fact of payment, and file it with his receipt roll as a subvoucher.

170. Enlisted men of the army on duty at the Army and Navy General Hospital at Hot Springs, Ark., will be paid commutation of rations at the rate of 30 cents per ration, the amounts to be paid to the men by the commissary upon their individual receipts. (Executive order, published in G. O. No. 53, War Department, 1907.)

171. The payment of commutation in lieu of rations to enlisted patients in hospital and members of the Nurse Corps on duty therein, as provided by Army Regulations, is not mandatory, the Secretary of War having discretion to issue rations in kind in cases where he deems it advisable.

172. Nurses not members of the Nurse Corps and hospital matrons on duty in hospitals are not entitled to commutation of rations at 30 cents per ration, but may be subsisted as are troops.

173. Under section 1288, Revised Statutes, which provides that any soldier who is captured by the enemy shall be entitled to receive,

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during his captivity, "the same pay, subsistence, and allowance to which he may be entitled while in actual service," a soldier so captured is entitled to commutation of rations during his captivity at the rate provided in General Orders No. 37, Adjutant-General Office, 1865, viz, 25 cents per day, from the appropriation "Subsistence of the army." (6 Comp. Dec., 846.)

174. A member of a recruiting party living out of quarters may, upon proper authority, be paid commutation of rations at the contract price for meals at the recruiting station.

175. Cadets at the United States Military Academy are allowed, in addition to their pay, one ration per day or commutation thereof, such commutation to be 30 cents per day. (Act June 28, 1902.)

176. Officers of the organized militia authorized to attend service or garrison schools are entitled to commutation of subsistence at the rate of $1 per day while in actual attendance upon the course of instruction. Payment of commutation of subsistence under this head is made by the Pay Department. There is no authority of law for making such payment from the appropriation "Subsistence of the army."

177. A commissary who makes payment of commutation of rations under an order which directs the amount thereof, or any portion of it, to be charged against an enlisted man, will notify the soldier's company commander of the fact of payment and the amount to be charged, and will request him to enter in the column of remarks on the pay roll, in explanation of the charge, the following: "Refundment of commutation, Subs. Army, 19—," giving the fiscal year of the appropriation from which payment was made. The commissary in all such cases will indorse on the copy of the order which accompanies his money accounts the fact that the company commander has been requested to make the stoppage as above, stating the amount and giving the date of the request. Similar action will be taken where other stoppages on account of subsistence have been made.

NOTE.—For regulations governing the payment of "board money" in lieu of subsistence to employees on transports, see the United States Army Transport Service Regulations.

MEALS IN LIEU OF RATIONS.

178. Upon the arrival of a recruiting officer at a city or town where he is to establish a recruiting station he will at once make inquiries at the available places in the neighborhood of the station as to the prices at which meals for his party can be obtained, and will procure them, if of proper quality, by open purchase at the most reasonable rates, until he can advertise for proposals by means of printed forms for advertisement, proposal, and acceptance, furnished by the Subsistence Department.

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179. As better prices can undoubtedly be obtained by making contracts for meals for recruiting parties and recruits at recruiting stations for comparatively long periods, the officers on duty at such stations will, as far as practicable, make such contracts to embrace a period of three to six months, being careful, however, not to make a contract embracing a portion of two fiscal years.

180. The meals and lunches furnished recruits by the contractor for meals should be paid for by the recruiting officer if he has funds; otherwise he will send the vouchers for payment to the chief commissary of the department in which his station is located.

181. Charges for subsistence made under the provisions of Army Regulations, or in accordance with special instructions, against a soldier who has reported at a recruiting station and has been sent therefrom to his proper station by the recruiting officer will include the cost of the soldier's subsistence while at the recruiting station as well as the cost of his subsistence during the journey. Recruiting officers will govern themselves accordingly in reporting to organization commanders the cost of subsistence in such cases. In the case of a soldier who was absent without leave or in desertion when he reported at the recruiting station, the organization commander will charge against the soldier the cost of subsistence reported by the recruiting officer, diminished by the value of the ration, at 25 cents a day, for the number of days between the date on which the soldier reported at the recruiting station and the date of his arrival at his proper station. If in such a case the term of enlistment of a soldier who was absent without leave expires before the charge against him for subsistence is made and collected on the rolls, the full amount reported by the recruiting officer, without deduction for rations except for the period between date of reporting at recruiting station and date of expiration of enlistment, will be charged on the soldier's final statements. Charges for subsistence made in accordance with the foregoing instructions will be entered on the rolls under the heading "Increased cost of rations, subsistence, army, 19—."

182. The chief commissary of a department will ascertain what, if any, arrangements can be made with the various railroads and public eating houses established along lines of travel over which enlisted men are usually routed in and from his department, and if satisfactory arrangements are made he will cause the necessary information to be communicated to the various commissaries and recruiting officers who may be doing duty in the department, and will also cause them to be notified from time to time as changes occur.

183. When railroads equipped with eating houses, or when public eating houses established along railroads not so equipped, have agreed to furnish meals to enlisted men traveling unaccompanied by a commissioned officer on meal tickets issued for the purpose, the

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commanding officer ordering transportation for enlisted men so traveling over such roads may direct the Subsistence Department to issue meal tickets for use en route. A noncommissioned officer or private traveling in charge of a detachment will be furnished the meal tickets for the detachment, and will duly execute the receipt upon a ticket for the number of meals furnished at any authorized point, and leave the receipted ticket with the representative of the eating house there present. A soldier traveling alone will receipt the ticket and leave it in the same way. These receipted tickets will be returned by the railroads or public eating houses accompanied by bills to the commissary who issued them, who will prepare vouchers and pay the same. Recruiting officers not at permanent stations may request those to whom meal tickets are addressed to forward them for payment to the chief commissary of the department, giving name and address, in which they are recruiting.

184. If soldiers to whom meal tickets are issued are for sufficient reasons unable to use them, reimbursement of the amount necessarily expended may be made to such soldiers upon a full and satisfactory explanation of the case to the chief commissary of the department in which the tickets were issued. See paragraph 123 of this Manual for requirements of reimbursement vouchers.

185. Disbursing officers will not pay accounts for meal tickets which have been improperly used, except when specially authorized by the War Department.

ARTICLE VI.

RATIONS AND METHODS OF ACCOUNTING.

NOTE.—See the Army Regulations for methods of furnishing rations.

186. A full day's ration is the unit. Fractional parts of the unit for a fractional part of a day are not allowed. Enlisted men joining station at or before dinner hour of a given day will be allowed full rations for the day. A fraction of a ration less than one-half is disregarded, and a fraction more than one-half is considered a ration.

187. When rations obtained from the commissary are found by a surveying officer to be deteriorated, lost, or destroyed, so that those for whom they were procured were insufficiently subsisted and money is expended from the company fund for necessary subsistence, the company fund may be reimbursed by the Subsistence Department for the amount so expended upon a full statement of the circumstances of the case and the approval of the Secretary of War.

188. After rations leave the commissary they are in the keeping of the troops, and any loss sustained is theirs.

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189. Except in emergencies, canned roast beef should be furnished not oftener than two days in ten, and not at all unless vegetables can be provided and cooking facilities are available.

190. Corned beef, roast beef, and corned-beef hash will ordinarily be purchased in 2-pound net-weight cans. When emergencies require the purchase of trade packages (No. 2 cans) of these articles, such cans will be estimated as 24 ounces. Trade packages of other ration articles being of varying weights, their contents will be estimated as follows:

	Ounces.
Fish, salmon, No. 1 cans	16.00
Baking powder, No. ½ cans	8.00
Beans, baked, No. 1 cans	10.00
Beans, baked, No. 3 cans	32.00
Tomatoes, No. 2½ or No. 3 cans	32.00
Tomatoes, No. 10 cans	104.00
Jam, No. 2 cans	25.20
Milk, evaporated:	
Family size	12.00
Hotel size	32.00
Pint cans	16.00
Gallon cans	128.00
Lard, No. 5 pails	66.56
Spices, No. ¼ cans	4.00
Flavoring extracts:	
2-ounce bottle	2.00
8-ounce bottle	8.00

In computing the cost of the ration for a month in which a holiday occurs the allowance of undrawn chicken will be 20 ounces and of undrawn turkey 19 ounces. The holidays are New Year's Day (January 1), Washington's Birthday (February 22), Memorial Day (May 30), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (day designated by the President for national thanksgiving), and Christmas Day (December 25).

191. Civilian employees of the Subsistence Department will not be allowed rations as part of their compensation, except in time of war and in the field.

REIMBURSEMENT ISSUES.

192. Reimbursement issues comprise those made under laws or competent orders, for which reimbursement of the subsistence appropriation is to be made from other appropriations.

193. The commissary who makes reimbursement issues, or furnishes rations for which reimbursement is to be collected, should forward with his returns separate abstracts and ration accounts of all such transactions, filing with them a copy of the authority or reference to the law justifying the same. Settlement is made in Washington between the appropriations concerned.

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194. When the Navy or Marine Corps, cooperating with the Army under the provisions of section 1143, Revised Statutes, are furnished with rations, the subsistence appropriation of the army is entitled to reimbursement from the corresponding appropriation of the navy. (13 Comp. Dec., 529.)

NOTE.—See, also, Sales to bureaus or departments.

ISSUES OF STORES.

NOTE.—For authorized issues of stores, see the Army Regulations.

ICE.

195. Chief commissaries will see that ice for the preservation of subsistence stores is provided where refrigerators are authorized by the Subsistence Department, and such ice will be paid for from the appropriation "Subsistence of the army," and will be accounted for on the "Certificate of gains, losses, and discrepancies," and on the return of stores. It will be used solely in those refrigerators, and only for the preservation of subsistence stores in stock before the same are issued or sold. The quantity used will be such as shall be ordered by the commanding officer of the post as necessary.

196. At posts or stations where ice machines are operated by the Quartermaster's Department, the Subsistence Department will not supply ice. At such places ice is issued by the Quartermaster's Department to organizations entitled to it and to the Subsistence Department for the preservation of stores. When an ice machine breaks down and ceases to produce ice, the Subsistence Department will supply it.

197. Ice used in offices of chief commissaries and purchasing commissaries will be accounted for as subsistence property. Ice will not be furnished for use in offices of commissaries at posts.

198. Garrison prisoners organized into a detachment for separate messing are entitled to the allowance of ice contemplated by Regulations.

199. Detachments of military convicts are not entitled to the ice allowance, nor can they be considered when it becomes necessary to compute the allowance of a detachment from the number of enlisted men pertaining thereto, even though they be attached to said detachment for messing purposes.

200. Detachments of enlisted men, however small, if furnished with rations, are entitled to the prescribed allowance of ice.

PRICES, CIVILIAN EMPLOYEES AND SEPARATE MESSING.

201. When a component or substitutive article of the ration is on hand in different kinds of packages, the price varying with the package, the current price of the article in the least expensive package on hand will be used in computing the cost of the ration. In computing the value of a ration for the "Ration and savings account" the current price of the component and substitutive articles of the ration will be used.

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202. If, at a newly established post or station, a component or substitutive article has not been supplied, or if, for any other reason, the commissary is unable to determine the current price for use in computing the cost of the ration, the price for the month (or until a supply is received) will be fixed by the chief commissary, who will base it, whenever practicable, upon the last price at the place designated as the source of supply of the article for the post or station.

203. Civilian employees entitled to rations will be rationed as a detachment. The officer under whose supervision they come will take charge of their mess, sign their ration accounts at the commissary, and make an equitable distribution of amounts due to those authorized to mess separately.

204. The ration return and ration and savings account of each organization or detachment will include all enlisted men belonging to it or attached to it for rations; the commander will make an equitable distribution of the amounts due the men authorized to mess separately. Members of the different detachments of noncommissioned staff officers messing separately will be rationed as detachments, their detachment commanders making an equitable distribution of the amounts due on their ration and savings account.

GAINS, LOSSES, AND DISCREPANCIES.

205. If, after taking his monthly inventory, a commissary finds that minor shortages exist, through waste, breakage, errors, etc., he is allowed to drop such shortages from his returns on a certificate as prescribed, *in his own handwriting*, and approved by the commanding officer. Unusual discrepancies, not covered by the above, will be accounted for by survey reports.

In cases of losses and embezzlements of subsistence stores, surveying officers, in their reports and recommendations, will be guided by the requirements of paragraph 715, Army Regulations.

206. When the monthly inventory indicates that stores are on hand in excess of the paper balances, the excess will be taken up under the heading "Gains."

ARTICLE VII.

SALES.

NOTE.—General regulations governing the sale of subsistence stores are contained in the Army Regulations.

207. Subject to the restrictions noted in Circular No. 6, Office of the Commissary-General, 1910 (pars. 331, 332), one kind, size, brand, or variety of article except ice under each numbered item of said circular may be kept on hand for sale at any post, provided that in

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the opinion of the chief commissary such supply is warranted, considering possible losses due to accumulation of varieties, sizes, etc., which may not be in regular demand. A change from one brand to another, under the same numbered heading, is allowable when such change will not result in an accumulation. A ration article required at a post, if authorized in various kinds of packages, will be supplied only in the least expensive kind, if such package answers every requirement. Chicken and turkey will be sold for national holidays only.

NOTE.—See paragraph 9 of this Manual for the duty of a chief commissary in connection with neglected varieties at a post.

208. When troops are in temporary camps or on active campaign the list of articles to be kept on hand by the Subsistence Department for sale to officers and enlisted men will be fixed by the commanding general, depending on the amount of transportation available and the conditions of service. When the transportation is limited the list should ordinarily comprise, in addition to articles of the ration, only the necessary toilet articles, and tobacco, pipes, matches, writing material, and one or two varieties each of canned vegetables and canned or dried fruits.

209. The prices at which subsistence stores are sold are regulated by the requirements of the Army Regulations. When at the close of a month the supply of an article is exhausted, the invoice price of the next lot received should govern during the month when received.

210. Cigars will be sold only by the box.

211. Hard bread is authorized to be sold to soldiers' reunions, when desired, at cost price.

212. Sales of subsistence stores to the widow of an officer or soldier, or to officers who board at a hotel or public boarding house, are not authorized.

213. The sale of subsistence stores to any sick or convalescent officer, soldier, or civilian on transport or in hospital, except upon the written order of a medical officer on duty with the transport, or in the hospital, is forbidden.

214. Sales will not be made on credit to officers whose pay has been stopped.

215. A retired officer may purchase at any point where subsistence stores are kept for sale, but the Subsistence Department does not undertake to have stores delivered to a purchaser elsewhere than at the station where sold. Delays in shipment will be at the purchaser's risk.

216. The Subsistence Department is authorized to sell to an exchange at cost price any of the articles comprising the ration, and such other articles as may be on hand for sale.

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SALES TO BUREAUS OR DEPARTMENTS.

217. Sales of subsistence supplies to other bureaus of the War Department are made at the invoice price; sales to other executive departments at the invoice price plus 10 per cent. to cover wastage in transit, and plus the cost of transportation.

218. Hereafter vouchers for services rendered or supplies furnished by one department, bureau, or office to another department, bureau, or office must be sent through the office of the Commissary-General to the proper accounting officer of the Treasury Department for settlement. (See Treas. Dep. Cir. No. 54, August 14, 1907, amending Treas. Dep. Cir. No. 120, 1887.)

219. In sales to the Navy and Marine Corps in the Philippines, Guam, or Cuba, the above-amended provision of Circular No. 120, Treasury Department, 1887, has been waived by the Treasury Department. Settlement in such cases will be made direct with the officer making the sale.

220. When a commissary making sales as above receives payment to cover the cost of transportation, in addition to the cost of the stores plus 10 per cent. for wastage, the transportation money so received will be taken up on his account current under the head of "Transportation of the army," and be at once transferred to some quartermaster or deposited under the proper appropriation to the credit of the Treasurer of the United States.

221. The rate to be charged in the Philippines for transportation will be assumed, without regard to classification or point of shipment, to be $1.25 per 100 pounds from the United States, and 75 cents per 100 pounds from Manila to other points in the Philippines.

222. Officers of foreign armies attending any of the United States service schools may purchase subsistence stores under the conditions that apply to officers of the United States Army.

DISPOSITION OF PROCEEDS OF SALES OF SUBSISTENCE SUPPLIES.

223. The law applicable to the disposition of funds received from proceeds of sales of subsistence supplies (stores and property) is found in the act of March 3, 1875 (18 Stat., 410), which specifically applies to the Subsistence Department, and provides that the "Proceeds of all sales of subsistence supplies shall hereafter be exempt from being covered into the Treasury, and shall be immediately available for the purchase of fresh supplies." Subsistence "supplies" embrace what are known as subsistence "stores" and subsistence "property," and the word "supplies" is clearly defined in a decision of the Second Comptroller, under date of December 30, 1889 (Gilkeson's Digest Decisions, Second Comptroller, vol. 3, par. 1336), which reads:

1336. The subsistence supplies contemplated by the provision of the act of March 3, 1875 (18 Stat., 410), declaring the proceeds of all sales of such supplies immediately

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available for the purchase of fresh supplies, comprise not only the supplies denominated subsistence stores, but also the necessary means for handling, preserving, issuing, selling, and accounting for these supplies, as tools, scales, measures, utensils, stationery, safes, office furniture, etc. (December 30, 1889, Q. M. D., 3:54.—Gilkeson.)

The law as embodied in the previously mentioned act of March 3, 1875, regarding the deposit of the proceeds of sales of subsistence supplies was, under date of February 7, 1890, construed by the Second Comptroller (Gilkeson's Digest Decisions, Second Comptroller, vol. 3, par. 1261), as follows:

1261. Under the provision in the act of March 3, 1875 (18 Stat., 410), exempting the proceeds of all sales of subsistence supplies from being covered into the Treasury, no portion of the appropriation "Subsistence of the army" can legally be withdrawn to be deposited and covered into the Treasury as a miscellaneous receipt on account of "Proceeds of government property." (February 7, 1890, Q. M. D., 3:103.—Gilkeson.)

Article VIII.

STORAGE AND STOREHOUSES.

224. For the proper storage of 25,000 complete garrison rations a room 20 by 50 feet is required, or, say, 1,000 square feet of floor space. This contemplates the storing of baking powder and spices on shelves built over the vinegar or sirup barrels. Four shelves, 20 inches apart, each 12 by 1½ feet, are required. Maximum height of stores, 9 feet. The meat ration is supposed to be bacon, and the vegetable ration, 70 per cent. potatoes and 30 per cent. canned tomatoes. Omitting the fresh vegetables, a room 20 by 40 feet, or 800 square feet of floor space, would be required.

225. When practicable, each kind of subsistence stores will be placed by itself, the packages arranged so as to allow the air to circulate among them, and to permit the kind, quantity, and age (date of purchase) of each lot to be readily ascertained.

226. Small articles, such as brushes, combs, pencils, pins, towels, etc., removed from original packages, should be placed at once under lock and key and kept in suitable receptacles, where they will be secure from loss and from dust and other cause of deterioration.

227. Old newspapers, interstitially set between sacks of flour, furnish to mice a desirable material for nest building, and the flour will be left untouched.

228. The window openings of storehouses should be provided with iron bars and shutters. In hot weather the sun should be excluded, and at night the sashes and shutters should be opened for ventilation, wire screens or a curtain of bagging or other suitable material being fastened in the window openings to keep out flies. Neatness should be observed everywhere, especially in salesrooms.

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229. The keys of storehouses will not be intrusted to enlisted men or civilians without great circumspection upon the part of the accountable officer; and keys of storehouses should be in possession of officers at night.

230. Vegetables should not be stored in cellars under subsistence storehouses. Such articles as coffee, teas, sugars, flour, etc., are injured by the emanations from decaying vegetables. Vegetables should therefore be stored in root houses—structures apart from the storehouses—constructed in the earth or on the surface by and at the expense of the Quartermaster's Department.

Article IX.

SUBSISTENCE PROPERTY.

231. Subsistence property may be divided into the following classes of articles:

1. Stationery.
2. Office furnishings.
3. Bake ovens at posts, and equipment pertaining thereto.
4. Cooking and baking equipment for the field.
5. Cooking equipment when traveling (except on transports).
6. Miscellaneous articles used in testing, handling, preserving, issuing, and selling subsistence stores.

NOTE.—For complete list of articles of subsistence property authorized, see table, paragraph 270.

232. Chief commissaries of departments are authorized to call upon purchasing commissaries for such of the articles embraced in the authorized list for their office use or for the use of commissaries at posts in their departments as in their judgment may be considered necessary.

233. Chief commissaries are authorized to contract for the construction of brick ovens required at posts in their departments, provided the cost does not exceed $1,000 per oven. If the cost is in excess of that amount, authority of the Commissary-General is required. If field baking equipment is required, chief commissaries will call upon purchasing commissaries designated by the Commissary-General.

234. The Quartermaster's Department has charge of the erection of the bakery buildings, including the plumbing, heating, and lighting fixtures used therein. The cost of power used in operating authorized bread-making machinery must be paid from the bakery fund. For complete list of post bakery equipment, see table, paragraph 262.

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235. Requisitions for authorized articles of subsistence property will be made out on forms provided for the purpose, semiannually, on January 1 and July 1, for periods of twelve months, and be mailed, after approval, to the chief commissary not later than the fifteenth of the month in which made.

When such requisitions are made, the class of property for which the article is desired must be stated—that is, whether for post bakery equipment, field bakery equipment, commissary chest equipment, field desk equipment, field range No. 1 equipment, field range No. 2 equipment, kitchen car equipment, portable gas cooker equipment, or whatever it may be. (See tables, pars. 262 to 270, inclusive.)

A careful inventory of all property on hand will be taken before the requisition is made.

236. Requisitions for ovens for post bakeries will state the source of light for same, whether oil, gas, or electric. If electricity, specify the current, whether alternating or direct, and the voltage.

Requisitions will state the number of feet of 10-inch galvanized-iron pipe, and the number of elbows required to connect the oven with the stack.

237. Articles of subsistence property not on the authorized list will, if needed, be made the subject of special requisition (through military channels to the Commissary-General), with requisite descriptions and explanations showing the necessity for same, and giving estimated cost.

238. All subsistence property out of repair may be repaired, if deemed judicious and economical; but that at posts only when repairs are directed by the chief commissary of the department. Commissaries at posts will submit on their semiannual requisitions for property a list of property out of repair, indicating the repairs needed, estimated cost, and place where repairs should be made. Similar reports may be made at intermediate dates if repairs are urgently needed.

Repair parts for ovens will give the name and size of the oven, and if for Marshall or Middleby oven will state the serial number of the part required. If cut of repair parts of oven in use at post is not on file at office of the commissary, he will call on the purchasing commissary, St. Louis, for same at once. When repairs are required for field ranges or field bakeries of any pattern, the name of the maker and date of contract must be given in addition to the size, etc.

239. Upon receipt of field cooking and baking equipment, or other subsistence property, it will, if not required for immediate use, be carefully prepared for storage and placed therein in dry, well ventilated storerooms.

All commissaries having such property in storage will make requisition for the necessary asphaltum varnish, paraffin mixture, and

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paint brushes to properly coat articles liable to rust. The asphaltum varnish will be used to paint the outside of field ranges, to entirely cover knock-down field bake ovens and the iron portions of the fire hoes, pan hooks, pickaxes, rakes, and shovels; the paraffin mixture will be used to coat, by immersion in the melted mixture, bake pans, saws, cleavers, knives, butcher steels, axes, hatchets, hammers, etc.

Before either varnish or paraffin mixture is applied, articles will be thoroughly cleaned, and all rust removed, either by scraping or rubbing with emery cloth. When equipment that has been used is turned in to the commissary, he will see that it is thoroughly cleaned before he returns the memorandum receipt of the officer who has been responsible for it.

240. Subsistence property in good condition and not required for use at a post or station, will be reported to the chief commissary, and by him, to the Commissary-General, with a view to its use in other departments. If it is inexpedient to transport it to a place where it can be used, it will be likewise reported, with a view to its condemnation and sale at public auction under section 1241, Revised Statutes (see 7 Comp. Dec., 260).

Purchasing commissaries or depot commissaries under direct control of the Commissary-General will report this information direct.

In cases of loss or embezzlement of subsistence property, surveying officers, in their reports and recommendations, will be guided by the requirements of paragraph 715, Army Regulations.

241. Envelopes for official use are provided under contract by the Postmaster-General. Only such officers of the Subsistence Department as are authorized in orders of the War Department may purchase such envelopes. They will be ordered direct from the contractors and paid for as provided in the contracts. Information on the subject is published from time to time in general orders.

242. For official use in the Subsistence Department only white envelopes of the following sizes, printed or plain, will be ordered:

Letter sizes: No. 11, $10\frac{3}{8}$ by $4\frac{1}{2}$ inches, and No. 9, $8\frac{7}{8}$ by $3\frac{7}{8}$ inches. Note size: No. 6, 6 by $3\frac{1}{2}$ inches.

243. Official headings and penalty clauses will be requested to be printed by the contractors in plain type, of the form and style of printing now authorized under the Army Regulations.

244. When typewriting machines, duplicators, and other writing or copying machines have been allowed by the Commissary-General, the purchase or supply of all needful equipment for the same is authorized.

245. All movable articles of subsistence property will, if practicable, be conspicuously branded or stamped with the letters "U. S.," preceded and followed by the distinctive crescent of the department, cusps to the right.

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PROPERTY IN THE FIELD.

246. Subsistence property in the field is limited to absolute requirements, as follows:

1. Field cooking and baking equipment. (See tables, pars. 263, 264, 265.)
2. Commissary chests and their equipments of tools, etc. (See table, par. 268.)
3. Field desks, packed with necessary stationery, blanks, etc. (See table, par. 269.)
4. Folding platform scales.
5. Field safes.

247. Commissaries at posts will keep on hand a sufficient quantity of field cooking equipment to supply all organizations at the posts and 25 per cent additional as a reserve supply. (See tables, pars. 263 and 264.)

248. Commissaries at posts will supply the organizations thereat with the necessary field ranges, complete, on memorandum receipts of their respective commanding officers, who will be responsible for the care and preservation of the property and see that it is kept properly cleaned and greased to prevent rust.

The commanding officer will cause this property to be thoroughly inspected once every two months.

249. When organizations are ordered to indefinite field service field ranges complete for companies will be invoiced to the commissary of the organization, who thus becomes accountable for them and issues them on memorandum receipts to the company commanders. The latter should not be required to assume accountability for subsistence property.

250. *Bake ovens and apparatus pertaining thereto.*—Bread will be baked in the field in division bakeries whenever practicable; if not practicable, then in regimental bakeries. As a rule, bakeries will not be established for units smaller than a regiment. When not practicable to operate even a regimental bakery, it will generally be necessary to issue hard bread.

251. Commissaries at posts will keep on hand one regimental field bakery equipment for each regiment or fraction of a regiment as large as a battalion stationed at the post. When required for field service the necessary equipment will either be issued on memorandum receipts or invoiced to battalion or regimental commissaries, according to the probable length of the service. (See table, par. 265.)

252. *Folding platform scales.*—The folding platform scale used by the Subsistence Department in the field is of 300 pounds capacity, scale graduated to show one-fourth pound. Dimensions of platform, about 13 by 20 inches. Weight, about 97 pounds.

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253. *Field safes.*—The field safe is about 16 by 17 by 27 inches in dimensions and weighs about 112 pounds.

KITCHEN TOURIST CARS, KITCHEN CARS, AND PORTABLE GAS COOKERS.

254. In movements by rail of recruits or organizations, when special train service is provided and the time required for the journey will exceed forty-eight hours (the actual time required for the journey to be calculated by adding a sufficient percentage to the scheduled passenger time to allow for the usual delays to troop trains, taking into account also the additional delays involved in caring for animals accompanying mounted organizations), and the number of men to be transported is 30 or more, the Quartermaster's Department will arrange, whenever practicable, to provide kitchen tourist cars for the journey at the rate of one for each 200 men or fraction thereof, and will arrange with the carriers to furnish a sufficient number of tables for each troop car. The kitchens will be completely equipped by the contractor for the preparation of meals, and a sufficient number of deep enameled plates to properly serve the troops will be provided as a part of the kitchen equipment. The contractor will also provide a cook and a cook's helper for each kitchen, and the Subsistence Department will reimburse the contractor for the wages of these men from the time of their departure from their home stations to the time of their return thereto. When sufficient cars are not obtainable to provide one car for each 200 men, one additional cook may be allowed when more than 200 men are traveling. The contractor will also provide the ice necessary for the preservation of stores en route, and will submit bills therefor to the Subsistence Department for payment.

Payment for the use of the kitchen part of the car will be made by the Subsistence Department at the contract rate for two sections of a tourist car between the initial and terminal points of the journey.

A mess officer designated by the commanding officer will have general charge of the rations and cooking and serving of meals and will report to the commanding officer any loss of or damage to any portion of the kitchen equipment and the names of the persons or organizations responsible for such loss or damage, in order that the money value may be collected at once from company funds or other source and charged against such persons or organizations. When it is impracticable to send an officer with the troops, the noncommissioned officer in charge will perform the duties herein prescribed for the mess officer.

255. When it is impracticable to secure a kitchen tourist car as contemplated by paragraph 254, the Quartermaster's Department will provide for like journeys sufficient space in a baggage or other car for use by the command as a kitchen and will arrange with the carriers to furnish a sufficient number of tables for each troop car.

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The equipment for these cars will be provided by the Subsistence Department. When not in use such equipments will be stored at depots designated by the Commissary-General, from which they will be obtained by organizations requiring them by application to the chief commissary of the department. A mess officer designated by the commanding officer will give a memorandum receipt for the equipment. The issuing officer will invoice the articles to the depot commissary nearest the point at which the troops will detrain, forwarding with the invoices the corresponding memorandum receipt. The mess officer will install the equipment in the kitchen car, supervise its use en route, and ship it at the end of the rail journey to the officer to whom it is invoiced, receiving back his memorandum receipt. In case of loss or damage of any portion of the equipment the money value will be charged to the person or organization responsible for such loss or damage. For list of kitchen car equipment see table, paragraph 266. When kitchen cars are furnished for troops traveling by rail, commanding officers of such troops will receipt to the railroad official in charge for the fuel supplied by the railroad company for use in the ranges installed in the kitchen cars for cooking the meals of the troops.

256. When kitchen tourist cars or kitchen car equipments are not available or authorized, a portable gas cooker has been designed for use on standard sleeping cars, tourist cars, day coaches, or baggage cars, equipped with Pintsch gas lighting system. This cooker has a capacity for providing hot coffee and hot food for 48 men, the maximum number carried in one car. One cooker should be supplied for each car occupied by troops composing the troop train and one cooker to each section of horse trains. The garrison ration will be used when these cookers are supplied. Paragraph 255, Subsistence Manual, will be observed in obtaining and handling this equipment. For list of portable gas cooker equipment see table, paragraph 267.

257. Whenever mounted organizations are moved by rail, with their animals, equipments, and materials, it is desirable that complete units be kept together in trains divided into convenient train sections. In such cases separate cooking facilities adequate to the size of the command, as contemplated in paragraphs 254, 255, and 256, should be provided for each train section.

258. When kitchen tourist cars, kitchen cars, or portable gas cookers are provided, officers traveling with the troops will not require the cooks to prepare for them any food other than that provided for the regular meals of the enlisted men.

259. Each troop car will have a sufficient number of kettles or boilers and clean dish towels to enable the men to wash their indi-

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vidual mess kits. Company commanders are responsible for the providing of these articles and for the details of their use.

260. The garrison ration will be furnished for recruits or troops traveling with kitchen tourist cars, or when space in a baggage or other car is used by the command as a kitchen.

261. The mess officer will be responsible for the proper cooking and serving of the meals. At the end of the journey he will divide the unconsumed rations among the organizations of the command.

BAKERY EQUIPMENT FOR VARIOUS SIZED POSTS.

262.

[A, garrisons of two regiments or more; B, garrisons of one but less than two regiments; C, garrisons of one battalion or more; D, garrisons of less than one battalion.]

Articles and remarks.	A.	B.	C.	D.
Axes	2	2	1	1
Boilers[a]	2	2	1	1
Where bakeries are equipped with steam heat and running water a water heater is authorized.				
Bowls, chopping	2	1	1	1
Boxes, proof	2	2	1	1
Portable, metal, each of maximum capacity of oven. For bakeries without proof rooms.				
Brushes:				
Bench	4	2	2	2
For greasing loaves	4	2	2	2
Buckets, galvanized iron	6	4	3	3
Cans, galvanized-iron, (4 to nest)	4	4	2	2
Clocks, alarm	2	2	1	1
Colanders, 16 inch top; 10-inch bottom; 10 inches deep	2	2	2	1
Crocks, 5-gallon, for yeast	6	4	3	3
Knives, butcher	3	3	2	1
Masher, potato	2	2	1	1
Measures:				
1-gallon	2	2	1	1
1-quart	2	2	1	1
Mixers, dough, operated by electricity or steam	1	1	[b]1	0
Ovens, continuous bakers, 10 by 12 feet inside	3	2	1	[c]1
If double-deck draw-plate oven is authorized, one less oven to be supplied.				
Pans:				
Bread—				
1-pound	144	72	48	24
2-pound	300	150	100	50
Dish	4	3	2	1
Dust	3	2	2	1
Peels, baker's	10	6	4	2
Pokers, oven	2	2	1	1
Racks, bread, portable, 9 shelves 8 inches apart	6	6	2	0
Refrigerator	1	1	1	1
Scales:				
Dough	3	2	1	1
Platform	1	1	1	1
Scoops, large	4	2	1	1
Scrapers, dough	12	6	3	3
Shovels, short handle	2	2	1	1
Sieves, flour, 1 hand, and 1 for dough mixer	2	2	2	1
Spatulas	2	1	1	1
Tables, kneading, size 4 feet 6 inches by 14 feet for A and B, and 4 feet 6 inches by 12 feet for C and D	1	1	1	1
Thermometers:				
Dough	4	2	2	1
Oven, when not part of oven	2	1	1	1
Water	2	1	1	1
Troughs, dough, metal, on wheels	6	4	2	1
Standard length 6 feet 6 inches. If dough mixer is not used, to be made of wood on trestles.				

[a] A tin boiler of 20 gallons capacity. This will be supplied to bakeries which are not equipped with steam heat or running water.
[b] If post approaches the size of a regiment and electric power is available.
[c] 8 by 10 feet oven for posts smaller than two battalions.

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In making requisitions each article of equipment will be called for separately; they will be invoiced and accounted for separately, and not as "Post bakery, complete," etc .

263. The company field range, complete, designated as range No. 1 (capacity for 111 men), will be furnished at the rate of one No. 1 range for each company not exceeding 111 men in strength; two No. 1 ranges or one No. 1 and one No. 2 range for each company over 111 men strong. Range No. 1, complete, consists of the following articles:

1 field range (1 body, No. 41, and 1 boiling plate, No. 42).
4 boilers, Nos. 48, 49, 50, and 51.
1 dipper, ½-gallon.
1 dipper, pint.
1 dredge, salt.
2 forks, meat, large.
1 grate, for coal.
1 guard, tent.
3 knives, butcher, 10-inch.
2 lanterns, folding.
2 pans, bake, No. 52.
1 pipe, smoke, elbow, No. 47.
4 pipe, smoke, joints, Nos. 43, 44, 45, and 46.
1 saw, meat, 16-inch blade.
1 skimmer, large.
2 spoons, large.
1 steel, butcher's.

The numbers indicated above are placed upon the parts of the equipment, and in ordering spare parts it will only be necessary to order by number. In making requisitions each article of equipment will be called for separately; they will be invoiced and accounted for separately, and not as "range No. 1, complete," etc.

Range No. 1 alone weighs about 145 pounds; its dimensions over all are 35½" by 25¼" by 17". The weight of the range and above equipment complete is about 230 pounds.

264. The detachment field range, complete, designated as range No. 2 (capacity for 55 men), will be furnished for detachments and authorized messes, and consists of the following articles:

1 field range (1 body, No. 61, and 1 boiling plate, No. 62).
2 boilers, Nos. 50 and 51.
2 dippers, pint.
1 dredge, salt.
2 forks, meat, small.
1 grate, for coal.
1 guard, tent.
2 knives, butcher, 8-inch.
1 lantern, folding.
2 pans, bake, No. 52.
1 pipe, smoke, elbow, No. 67.
4 pipe, smoke, joints, Nos. 63, 64, 65, and 66.
1 saw, meat, 16-inch blade
1 skimmer, small.
2 spoons, small.
1 steel, butcher's.

The numbers indicated above are placed upon the parts of the equipment, and in ordering spare parts it will only be necessary to order by number. In making requisitions each article of equipment will be called for separately; they will be invoiced and accounted for separately, and not as "range No. 2, complete," etc.

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Range No. 2 alone weighs about 97 pounds; its dimensions over all are 20½″ by 21¾″ by 16¾″. The weight of the range and above equipment complete is about 160 pounds.

265. The following is the equipment and personnel of a regimental field bakery:

2 axes.
6 bars, grate.
2 boards, dam, for dough troughs.
2 brushes, bench.
2 brushes, for greasing loaves.
3 brushes, scrubbing.
4 buckets, galvanized iron.
6 cans, sponge, nested.
1 case for clocks and thermometers.
2 clocks, alarm.
1 colander, 12-inch.
3 covers, canvas, for bread and proof racks.
2 covers, canvas, for dough troughs.
1 cover, canvas, for oven.
1 cover for sponge can.
1 hatchet, claw.
1 hoe, fire.
1 hook, pan, 5 feet long.
2 irons, angle.
4 lanterns, folding.
1 measure, gallon, graduated.
1 measure, quart, graduated.
1 oven, field, knockdown.
36 pans, bake, 12 inch by 24 inch.
1 pickax, with handle.
3 racks, folding, bread and proof.
1 rake, common.
1 scales, spring balance.
1 scoop, large.
1 scoop, small.
3 scrapers, dough.
1 shovel, long handle.
1 shovel, short handle.
1 sieve, flour, 13-inch.
1 table, molding.
1 thermometer, common.
1 thermometer, oven.
2 troughs, dough.
1 wrench, monkey, 8-inch.
3 stoves, Sibley, with pipe. } Quartermaster's property.
3 tents, pyramidal, complete. } Quartermaster's property.
1 wagon, 4-mule, complete. } Quartermaster's property.

Personnel:
2 bakers.
3 laborers.
1 teamster.

The different parts of the knockdown field oven are numbered, and in ordering spare parts it will only be necessary to designate the number of the part desired. In making requisitions each article of equipment will be called for separately; they will be invoiced and accounted for separately, and not as "field bakery, complete," etc.

For capacity, weight, and dimensions of the field ovens and above equipment see paragraphs 339 and 340.

266. The kitchen car equipment, as furnished, consists of 2 ranges, crated, 2 chests of utensils, 2 crates of tanks and boilers, and 2 ice chests, the following being a complete list of the articles constituting such equipment:

2 basins, hand.
2 boards, bread.
2 boilers, round, 35-gallon.
2 boilers, round, 80-gallon.
2 boilers, square, 28-gallon.
2 boilers, square, 35-gallon.
4 brushes, scrubbing.
8 buckets, galvanized iron.
6 cans, milk.
2 chests, ice.

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2 chests, utensil.
2 cleavers, 8-inch cut.
2 crates, boiler and can.
2 cutters, meat.
4 dippers, ½-gallon.
2 dippers, pint.
20 dredges, pepper.
36 dredges, salt.
8 forks, meat.
2 hatchets, claw.
2 irons, soldering.
3 knives, butcher, 8-inch.
3 knives, butcher, 12-inch.
6 knives, paring.
2 mashers, potato.
6 openers, can.
4 pans, bake, large.
8 pans, bake, small.
8 pans, dish, 19-inch.
2 pans, frying, 10-inch.
2 pans, sauce, 2-quart.
330 plates, enamel.
2 ranges, kitchen car.
2 rolling pins, 20-inch.
2 cans rosin.
2 saws, meat, 22-inch.
2 screw-drivers, 8-inch, flat blade.
2 shears, tinner's, 4-inch.
2 sieves, flour, 13-inch.
2 skimmers, large.
2 sticks solder, prepared.
10 spoons, large.
3 steels, butcher's.
2 tanks, galvanized iron, 55-gallon.
2 tanks, galvanized iron, 70-gallon.
40 yards toweling.
2 turners, cake, large.
2 wrenches, monkey, 12-inch.
2 wrenches, Stillson, 18-inch.

In making requisitions each article of equipment will be called for separately; they will be invoiced and accounted for separately, and not as "kitchen-car equipment, complete," etc.

267. The following is a complete list of the articles constituting the equipment of the portable gas cooker:

2 bags, coffee.
1 board, bread and meat cutting.
1 board, slop.
1 boiler, round, copper, No. 2.
1 boiler, round, copper, No. 3, with cover.
1 boiler, round, gal. iron, No. 4.
1 book, instruction, Portable Gas Cooker.
1 brush, scrubbing.
1 bucket, galvanized iron.
2 couplers.
2 dippers, pint.
1 dredge, salt.
1 fork, meat, small.
1 piece hose, gas, 2-foot.
1 piece hose, gas, 12-foot.
2 knives, butcher, 8-inch.
2 mats, asbestos.
1 opener, box.
4 openers, can.
1 pliers, combination.
1 screw-driver, 8-inch, flat blade.
2 spoons, small.
1 stand burner, with 2 straps and cover.
1 steel, butcher's.
1 box tapers, wax.
1 trunk, with 2 keys.
1 ball twine, hemp.
1 spool wire, copper.
20 yards toweling.

In making requisitions each article of equipment will be called for separately; they will be invoiced and accounted for separately, and not as "portable gas cooker, complete," etc.

The weight of the gas cooker and above equipment is about 219 pounds; it occupies 9.7 cubic feet.

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268. Commissary chests prescribed for field use are equipped with the following articles:

1 axe.
1 bag, canvas, for nails.
6 bags, cotton, 50-pound.
6 bags, cotton, 100-pound.
6 bags, gunny, 100-pound.
2 blades, meat saw, 22-inch.
2 candlesticks, galvanized iron, spiked bottom and sides.
1 cleaver, 8-inch cut.
100 feet clothesline.
2 faucets, wood, 8-inch.
1 funnel, quart.
1 hammer, claw.
1 handle, hammer.
1 handle, hatchet.
1 hatchet, claw.
6 hooks, meat, for racks.
1 knife, butcher, 8-inch.
1 knife, butcher, 10-inch.
2 lanterns, folding.
1 measure, liquid, quart.
½ pound nails, wire, 4d. } In bag, canvas, nail.
½ pound nails, wire, 6d. } In bag, canvas, nail.
½ pound nails, wire, 10d. } In bag, canvas, nail.
6 needles, packing.
1 opener, box.
3 openers, can.
3 pencils, lumber.
1 saw, hand, crosscut.
1 saw, meat, 22-inch.
1 scales, spring balance.
1 scoop, large.
1 scoop, small.
1 scraper, box.
1 screw-driver.
1 piece, solder, prepared.
1 steel, butcher's.
1 tap borer.
2 pounds twine, sacking.

Each article of equipment will be invoiced and accounted for separately and not as "commissary chests, complete."

The weight of a commissary chest, packed, is about 90 pounds; dimensions about 31 by 17 by 13 inches.

269. Field desks are equipped with the following articles:

1 gross bands, rubber, No. 18.
1 book, memorandum.
50 envelopes, official, No. 9.
50 envelopes, official, No. 11.
1 eraser, knife blade.
1 eraser, rubber.
1 box fasteners, paper.
6 packages ink, powder, black.
3 packages ink, powder, red.
2 ink wells, rubber.
1 lantern, folding.
2 sheets paper, blotting.
24 sheets paper, carbon, letter.
3 pencils, indelible.
3 pencils, lead, black.
1 pencil, red and blue.
4 penholders.
36 pens, steel, assorted.
1 ruler, wood, 18-inch.
2 tablets, letter, pen.
3 tablets, letter, triplicating.
2 tablets, note, pencil.

1 manual, Subsistence Department, and the following blank forms:

Number and name of form.	Number packed.
1. Account current	6
2. Abstract of expenditures	6
3. Voucher for commutation of rations in hospital	6
4. Roll for personal services, commutation of rations, and liquid coffee money	6
6. Blank form of furlough (for making duplicate copies)	6
7. Voucher for purchases, or services not personal	12
9. Ration and savings account	6
10. Liquid coffee account (with organizations)	6
11. Invoice of funds	6
12. Abstract of subsistence stores sold	6
14. Permit to purchase on credit (enlisted men)	6
15. Statement of credit sales to enlisted men	6
16. Statement of dues from enlisted men	6

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Number and name of form.	Number packed.
17. Receipt for stores purchased on credit by officers	6
19. Return of subsistence stores	6
20. Abstract of purchases of subsistence stores (small)	6
21. Abstract of purchases or transfers of subsistence stores (large)	6
23. Combined invoice of and receipt for stores or property	12
24. Ration return (12 books, 25 blanks in book)	300
26. Issue slip (6 books, 25 blanks in book)	150
27. Ration certificate (1 book, 25 blanks in book)	25
28. Abstract of issues	6
30. Return of subsistence property	3
32. Specifications and conditions for subsistence stores	1
41. Monthly requisition for stores and funds	4
42. Requisition for subsistence property	2
43. Requisition for exceptional articles	4
44. Requisition for blanks	2
50. Statement to accompany reports of survey	6
56. Cash book	1
57. Cash sales book	1
58. Sales ledger	1
59. Cash sales slips	2
60. Charge sales slips	4
61. 1 pad, receipt for payment of charge sales	100
63. Certificate of gains, losses, and discrepancies	4
64. Commissary and inventory book	1
65. Conversion table	1
Bakery blanks.	
66. Statement of daily sales	60
67. Abstract of flour and bread consumed	12
68. Sales ledger—Bakery	1
69. Quarterly statement of bakery transactions	4
70. 1 pad, receipt for payment of charge sales of the bakery	100
War blanks (field form).	
1. Field return of subsistence stores (2 books, 100 blanks in book)	200
2. Waybill and transfer slips (6 books, 25 blanks in book)	150
3. Field ration return (12 books, 25 blanks in book)	300

The field desk will be invoiced and accounted for as "field desk, complete."

The packed field desk weighs about 100 pounds. Outside dimensions, 26½ inches long, 13¾ inches wide, 21½ inches high.

270. The following list of authorized subsistence property comprises all the articles that are usually required in the transaction of the business of the Subsistence Department in garrison, camp, or field. Articles prefixed by an asterisk (*) may be dropped from an accountable officer's returns upon his certificate that they became unserviceable by fair wear and tear in the public service. Articles not prefixed with an asterisk (*) when they become unserviceable will be submitted to an inspector.

Articles.	Description.
Axes	4½ pounds, 29-inch handle.
Axes, pick	(For F. B. E. only.)
*Bags, canvas	For nails. (For C. C. E. only)
*Bags, coffee	(For P. G. C. E. only.)
*Bags, cotton	50-pound, 4 yards to the pound.
*Bags, cotton	100-pound, seamless.
*Bags, gunny	100-pound, 14-ounce.
*Bags, paper	1-pound, 10-strength.
*Bags, paper	3-pound, 15-strength.
*Bags, paper	5-pound, 20-strength.
*Bags, paper	10-pound, 25-strength.
*Bags, paper	16-pound, 30-strength.
*Bags, paper	25-pound, 50-strength.

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Articles.	Description.
*Bags, paper	50-pound, 100-strength.
*Bands, rubber	Sizes as required.
Bars, grate	As required. (For F. B. E. only.)
Basins, hand, agate	(For K. C. E. only.)
*Baskets, desk	
*Baskets, waste-paper	11 by 13 inches.
Baths, blotter	10 by 12 inches. (For C. C., P. C., and D. C. only.)
Bells, desk, small	(For C. C., P. C., and D. C. only.)
Bells, electric	Do.
Bits, auger	Best quality. (For P. C. and D. C. only.)
*Blades, meat-saw	Sizes as required.
Blocks, meat	24 to 36 inch.
Boards, bread	(For K. C. E. only.)
Boards, bread and meat cutting	(For P. G. C. E. only.)
Boards, dam, for dough trough	(For F. B. E. only.)
Boards, slop	(For P. G. C. E. only.)
Boilers	20-gallon. (For P. B. E. only.)
Boilers, field range	No. 48. (For No. 1 F. R. E. only.)
Boilers, field range	No. 49. (For No. 1 F. R. E. only.)
Boilers, field range	No. 50. (For No. 1 and No. 2 F. R. E. only.)
Boilers, field range	No. 51. (For No. 1 and No. 2 F. R. E. only.)
Boilers, with handle	9-gallon. (For P. G. C. E. only.)
Boilers, round	35-gallon. (For K. C. E. only.)
Boilers, round	80-gallon. (For K. C. E. only.)
Boilers, round, copper	No. 2. (For P. G. C. E. only.)
Boilers, round, copper	No. 3. (For P. G. C. E. only.)
Boilers round, galvanized iron	No. 4. (For P. G. C. E. only.)
Boilers, square	28-gallon. (For K. C. E. only.)
Boilers, square	35-gallon. (For K. C. E. only.)
*Books, copying	10 by 12 inches, 500 leaves. (For C. C., P. C., and D. C. only.)
*Books, instruction	(For P. G. C. E. only.)
*Books, journal, 4-quire	Cloth back and cover, round edge.
*Books, memorandum	4 by 6¾ inches. $ ¢. Leather.
Books, professional	
*Books, record, 4-quire	Cloth back and cover, round edge.
*Books, stock	As required. (For C. C., P. C., and D. C. only.)
*Bowls, chopping	(For P. B. E. only.)
*Bowls, letter-press	As required. (For C. C., P. C., and D. C. only.)
Bowls, wash	As required.
*Boxes, packing	Sizes as required. (For P. C. and D. C. only.)
Boxes, proof	(For P. B. E. only.)
Braces, carpenter	Best quality. (For P. C. and D. C. only.)
*Brooms, corn	27 pounds to the dozen.
*Brooms, whisk	Good quality.
*Brushes, bench	Good quality. (For P. B. E. and F. B. E. only.)
*Brushes, dust	Good quality.
*Brushes, feather duster	Do.
*Brushes, for greasing loaves	Good quality. (For F. B. E. and P. B. E only.)
*Brushes, letter-press	Good quality. (For C. C., P. C., and D. C. only.)
*Brushes, marking	Good quality.
*Brushes, paint	Do.
*Brushes, scrubbing	Do.
*Brushes, stencil	Do.
*Brushes, window	Do.
Buckets, galvanized-iron	Best quality.
*Burlap, yards	As required.
Buttons, push, electric	Good quality. (For C. C., D. C., and P. C. only.)
Cabinets, typewriter	To be furnished only upon requisitions approved by the Commissary-General.
*Calendars, memorandum	For desks.
Candlesticks, galvanized-iron, spiked bottom and sides.	(For C. C. E. only.)
Canisters, tea	Cylindrical, japanned, screw top.
Cans, galvanized-iron	(For P. B. E. only.)
Cans, milk	(For K. C. E. only.)
Cans, sponge, nested	(For F. B. E. only.)
Cases, blank	One to each commissary office.
Cases for clocks and thermometers	(For F. B. E. only.)
Cases, record	Kinds required for keeping card records.
Chairs, office	
Chairs, revolving	
Chamois skins	
Chests, commissary	(For C. C. E. only.)
Chests, ice	(For K. C. E. only.)
Chests, utensil	Do.
Cleavers, 8-inch cut	Best quality.
*Clips, letter	Small.
*Clips, spring	As required.
Clocks, alarm	(For F. B. E. and P. B. E. only.)
Clocks, office	To be furnished only upon requisitions approved by the Commissary-General.
*Cloth, emery	As required.
*Clotheslines	Do.
Colanders, large	(For P. B. E. only.)

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Articles.	Description.
Colanders, small	(For F. B. E. only.)
*Composition, hektograph	In cans.
Coolers, water	As required.
Couplers	(For P. G. C. E. only.)
*Covers, barrel	As required.
Covers, canvas, for bread and proof racks	(For F. B. E. only.)
Covers, canvas, for dough troughs	Do.
Covers, canvas, for ovens	Do.
Covers, copper, No. 3 boiler	(For P. G. C. E. only.)
Covers, for sponge cans	(For F. B. E. only.)
Crate, for boilers and cans	(For K. C. E. only.)
*Crocks, 5-gallon	(For P. B. E. only.)
*Cups, sponge	As required.
Cuspidors, metal	
Cutters, meat	(For K. C. E. only.)
Desks, field	(For F. D. E. only.)
Desks, flat-top	As required.
Dictionary	(For C. C., P. C., and D. C. only.) To be furnished only upon requisitions approved by the Commissary-General.
Dippers, ½-gallon	(For No. 1 F. R. E. and K. C. E. only.)
Dippers, 1-pint	(For No. 1 and No. 2 F. R. E., K. C. E., and P. G. C. E. only.)
Directory, city	(For C. C., P. C., and D. C. only.)
*Dishes, soap	As required.
*Dredges, pepper	(For K. C. E. only.)
*Dredges, salt	(For No. 1 and No. 2 F. R. E., K. C. E., and P. G. C. E. only.)
Duplicators	(For C. C., P. C., and D. C. only.)
Dustpans	
*Envelopes, white, No. 6	Official.
*Envelopes, white, No. 9	Do.
*Envelopes, white, No. 11	Do.
*Envelopes, white, No. 6	Plain.
*Envelopes, white, No. 9	Do.
*Envelopes, white, No. 11	Do.
*Erasers, knife-blade	Best quality steel.
*Erasers, rubber	Ink and pencil.
*Excelsior	As required. (For P. C. and D. C. only.)
*Eyelets	As requried.
*Fasteners, paper	Do.
Faucets, metal	
*Faucets, wood, 8-inch	
Files, card, index	Do.
Files, card, record	Do.
*Files, document	Do.
*Files, letter	
*Files, order	
Files, Shannon	Cap size.
Fixtures, roll paper, 24-inch	
*Folders, paper, 10-inch	
Forks, meat, large	(For No. 1 F. R. E. and K. C. E. only.)
Forks, meat, small	(For No. 2 F. R. E. and P. G. C. E. only.)
*Funnels, XXX tin	Pints
*Funnels, XXX tin	Quarts.
Gates, molasses	As required.
*Glue, liquid	Pint cans, screw top.
*Grates, ranges	As required.
*Guards, tent	(For No. 1 and No. 2 F. R. E. only.)
Hammers, claw, best steel	1½-pound, 14-inch handle.
*Handles, ax	29-inch.
*Handles, hammer	14-inch.
*Handles, hatchet	14-inch.
*Handles, mop	
*Handles, pickax	(For F. B. E. only.)
Hatchets, claw, best steel	2-pound, 14-inch handle.
Hatchets, ice	
Head raisers	(For P. C. and D. C. only.)
Heaters, water	(For P. B. E. only.)
Hektographs	As required.
Hoe, fire	(For F. B. E. only.)
Holders, twine	
*Hooks, box	
*Hooks, meat	Tinned hook and bar, No. 3 or 4.
*Hooks, meat, for racks	Tinned.
Hooks, pan	5 feet long. (For F. B. E. only.)
*Hoops, hickory	(For P. C. and D. C. only.)
Hose, gas, 2-foot pieces	(For P. G. C. E. only.)
Hose, gas, 12-foot pieces	Do.
*Ice	(For C. C., P. C., and D. C. only.)
*Ink, black	Quart bottles.
*Ink, copying	Do.
*Ink, crimson	2-ounce bottles.

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Articles.	Description.
*Ink, hektograph	Small bottles.
*Ink, marking	Quart cans, screw top.
*Ink powder, black	(For F. D. E. only.)
*Ink powder, red	Do.
Inkstands	
Ink wells, rubber	Do.
*Iron, strap	(For P. C. and D. C. only.)
Irons, angle	As required. (For F. B. E. only.)
Irons, branding, large	
Irons, branding, small	
Irons, soldering	
*Knives, butcher, 8-inch	
*Knives, butcher, 10-inch	
*Knives, butcher, 12-inch	
*Knives, paring	(For K. C. E. only.)
*Lampblack	
Lamps, oven	(For P. B. E. only.)
Lanterns, folding	(For No. 1 and No. 2 F. R. E., F. B. E., F. D. E., and C. C. E. only.)
*Lining, ranges	As required.
*Linoleum	Yards.
*Lumber	(For P. C. and D. C. only.)
*Mashers, potato	(For K. C. E. and P. B. E. only.)
*Matches, safety	(For C. C., P. C., and D. C. only.)
*Mats, asbestos	(For P. G. C. E. only.)
*Mats, door	
*Mats, linoleum, 6 feet square	
*Measures, liquid, graduated	Gallon, XXX tin.
*Measures, liquid, graduated	Quart, XXX tin.
Mirrors, washstand	As required.
Mixers, dough	(For P. B. E. only.)
*Mixture, paraffin	Composed of 60 per cent paraffin, 40 per cent rosin, with 8 ounces of petrolatum oil to 100 pounds of mixture.
*Mops	
*Mucilage	2-ounce bottles.
*Mucilage	Quart bottles.
*Nails, wire	Sizes desired.
*Needles, packing	6-inch.
*Oil, lubricating	Pint cans, screw top.
*Oil, typewriter	Best quality, bottles, small.
*Openers, box, steel	12-inch.
*Openers, can	
Ovens, bake	(For P. B. E. only.)
Ovens, bake, knock down	(For F. B. E. only.)
Padlocks, brass	Best grade.
*Pads, desk	
*Pads, self-inking	
Pans, bake	(For F. B. E. only.)
Pans, bake, No. 52	(For No. 1 and No. 2 F. R. E. only.)
Pans, bake, large	For K. C. E. only.)
Pans, bake, small	Do.
Pans, bake, 1-pound loaves	(For P. B. E. only.)
Pans, bake, 2-pound loaves	Do.
*Pans, dish, 19-inch	(For K. C. E. and P. B. E. only.)
Pans, frying, 10-inch	(For K. C. E. only.)
Pans, sauce, 2-quart	Do.
*Paper, blotting	
*Paper, carbon, cap	
*Paper, carbon, letter	
*Paper, oiled	
*Paper, toilet	(For C. C., P. C., and D. C. only.)
*Paper, wrapping, manila	Flat.
*Paper, wrapping, manila	Roll, 24-inch.
*Paper, writing, cap	
*Paper, writing, folio post	
*Paper, writing, letter	
*Paper, writing, note	
*Paste	Jars, with brush.
*Peels, baker's	(For P. B. E. only.)
*Pencils, blue and red	
*Pencils, indelible	
*Pencils, lead, black	
*Pencils, lumber	
Penholders, rubber or wood	
Pens, ruling	
*Pens, steel, coarse	
*Pens, steel, fine	
*Pens, steel, stub	
*Pins, pyramid	
*Pins, rolling, 20-inch	(For K. C. E. only.)
*Pipe, smoke, elbow	No. 47. (For No. 1 F. R. E. only.)
*Pipe, smoke, elbow	No. 67. (For No. 2 F. R. E. only.)
*Pipe, smoke, elbow, galvanized-iron, 10-inch	(For P. B. E. only.)
*Pipe, smoke, joint, galvanized-iron, 10-inch	Do.

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Articles	Description.
*Pipe, smoke, joint, nested	Nos. 43, 44, 45, and 46. (For No. 1 F. R. E. only.)
*Pipe, smoke, joint, nested	Nos. 63, 64, 65, and 66. (For No. 2 F. R. E. only.)
Pitchers, water	As required.
Plates, enamel	(For K. C. E. only.)
Pliers, combination	As required.
*Pokers, oven	(For P. B. E. only.)
*Pots, marking	
*Pots, watering	
*Powder, insect	½-pound packages.
Presses, letter	As required. (For C. C., P. C., and D. C. only.)
Protectors, check	Do.
Pullers, nail	Best quality.
Punches, eyelet	As required.
Racks, bread, portable	(For P. B. E. only.)
Racks, folding, bread and proof	(For F. B. E. only.)
*Racks, pen	
Racks, towel	
Rakes, baker's	Do.
Ranges, field, No. 1	(For No. 1 F. R. E. only.)
Ranges, field, No. 2	(For No. 2 F. R. E. only.)
Ranges, kitchen-car	(For K. C. E. only.)
Refrigerators, small	(For P. B. E. only.)
Refrigerators, standard	As required. To be furnished only upon requisitions approved by the Commissary-General.
*Rests, arm	
*Ribbons, typewriter	As required.
Roasters, coffee	(For P. C. only.)
*Rope	As required. (For P. C. and D. C. only.)
*Rosin, cans	(For K. C. E. only.)
Rugs, carpet, 6 feet square	As required.
*Rulers, wood, 18-inch	Brass edge.
Safes, field	(See par. 253.)
Safes, office	As required.
*Sawdust	(For P. C. and D. C. only.)
Saws, hand, crosscut, 26-inch	Best steel.
Saws, hand, rip, 26-inch	Do.
Saws, meat, 16-inch blade	Best steel. (For No. 1 and No. 2 F. R. E. only.)
Saws, meat, 22-inch blade	Best steel.
Scales, counter	As required.
Scales, dough	(For P. B. E. only.)
Scales, platform	As required.
Scales, platform, folding	(See par. 252.)
Scales, postal	As required.
Scales, spring-balance	60 pounds, by 2 ounces.
*Scoops, large	
*Scoops, small	
Scrapers, box, bit	
*Scrapers, dough	(For P. B. E. and F. B. E. only.)
Screw-drivers	8-inch, flat blade.
*Seals, red paper, gummed	
*Shades, window	As required.
Shears, banker's, 9-inch	
Shears, tinner's, 4-inch	
*Sheets, blotter bath	10 inch by 12 inch. (For C. C., P. C., and D. C. only.)
Shovels, long-handle	(For F. B. E. only.)
Shovels, short-handle	
Shovels, potato, wire-scoop	
Sieves, flour	
Sieves, flour, one hand	(For P. B. E. only.)
Skids	As required.
Skimmers, large	(For No. 1 F. R. E. and K. C. E. only.)
Skimmers, small	(For No. 2 F. R. E. only.)
*Soap, laundry	(For C. C., P. C., and D. C. only.)
*Soap, scouring	
*Soap, toilet	
*Solder, prepared, pieces	
Spatulas	(For P. B. E. only.)
Sponges, large	
Sponges, small	
Spoons, large	(For No. 1 F. R. E. and K. C. E. only.)
Spoons, small	(For No. 2 F. R. E. and P. G. C. E. only.)
*Stamps, dating	
Stamps, metal	
*Stamps, rubber	
Stand and burner, with 2 straps and cover	(For P. G. C. E. only.)
Stands, dictionary	(For C. C., P. C., and D. C. only.) To be furnished only upon requisitions approved by the Commissary-General.
Stands, for record cases	
Stands, letter-press	(For C. C., P. C., and D. C. only.)
Stands, typewriter	To be furnished only upon requisitions approved by the Commissary-General.
Stands, water-cooler	
*Starters, bung	
Steels, butcher's, 14-inch	

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Articles.	Description.
Sweepers, carpet	(For C. C., P. C., and D. C. only.)
Tables, kneading	(For P. B. E. only.)
Tables, molding	(For F. B. E. only.)
Tables, office	
*Tablets, letter, pen	
*Tablets, letter, pencil	
*Tablets, note, pen	
*Tablets, note, pencil	
*Tablets, letter, triplicating	
*Tablets, note, triplicating	
*Tags, shipping	Linen.
Tanks, galvanized-iron	55-gallon. (For K. C. E. only.)
Tanks, galvanized-iron	70-gallon. (For K. C. E. only.)
Tap-borer	1 inch by 12 inch.
*Tape, red, No. 19	
*Tapers, wax, boxes	(For. P. G. C. E. only.)
*Thermometers, common	(For F. B. E. only.)
*Thermometers, dough	(For P. B. E. only.)
*Thermometers, office	
Thermometers, oven	(For P. B. E. and F. B. E. only.)
*Thermometers, water	(For P. B. E. only.)
Tongs, ice	
*Toweling, yards	(For P. G. C. E. and K. C. E. only.)
*Towels, huck	
*Traps, mouse	
*Traps, rat	
Triers	
Troughs, dough	(For F. B. E. only.)
Troughs, dough, metal, on wheels	(For P. B. E. only.)
Trucks	As required.
Trunks, with two keys	(For P. G. C. E. only.)
*Tumblers	
Turners, cake, large	(For K. C. E. only.)
*Turpentine, quart cans	Screw top.
*Twine, cotton, balls	
*Twine, hemp, balls	
*Twine, sacking, pounds	
Typewriters	As required. To be furnished only upon requisitions approved by the Commissary-General.
*Varnish, asphaltum, air-drying turpentine	
Wardrobes	As required.
Washstands	
*Wax, sealing	
*Weights, paper, metal	
Whetstones	
*Wire, copper, spools	(For P. G. C. E. only.)
Wrenches, monkey, 8-inch	
Wrenches, monkey, 12-inch	(For K. C. E. only.)
Wrenches, Stillson, 18-inch	Do.
Wringers, mop	As required.

ABBREVIATIONS.

C. C.	Chief commissary.
P. C.	Purchasing commissary.
D. C.	Depot commissary.
P. B. E.	Post bakery equipment.
F. B. E.	Field bakery equipment.
No. 1 F. R. E.	No. 1 field range equipment.
No. 2 F. R. E.	No. 2 field range equipment.
K. C. E.	Kitchen car equipment.
P. G. C. E.	Portable gas cooker equipment.
F. D. E.	Field desk equipment.
C. C. E.	Commissary chest equipment.

ARTICLE X.

BLANKS AND RECORDS.

BLANKS.

271. Requisitions for blanks for commissaries in the United States at posts, arsenals, in the field, etc., will be made on the Commissary-General; in the Philippines on the chief commissary of the division. Such requisitions will be made ordinarily for a four months' supply

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for a garrisoned post, on March 1, June 1, September 1, and December 1. Excessive requests for blank forms in many cases indicate not alone a lack of care in the preparation of such requisitions, but also in the use and preservation of the blanks furnished. Only such quantities will be called for as the actual needs of the public service require, and officers must give their personal attention to the proper care and use of blanks furnished them.

272. Commissaries at posts are the sources of supply for all company commanders, regimental commissaries, and other persons needing subsistence blanks at posts and subposts.

273. Each commissary at a permanent post should be provided with not exceeding one blank case for the careful preservation of blanks.

274. The following is a complete list of the blank forms furnished by the Subsistence Department:

Number of form.	Name of form.
	FORMS PERTAINING TO ACCOUNTS AND RETURNS.
1	Account current:
2	Abstract of expenditures.
3	Voucher for commutation of rations in hospital.
4	Roll for personal services, commutation of rations, and liquid coffee money.
5	Certificate for commutation of rations.
6	Blank form of furlough (for making duplicate copies).
7	Voucher for purchases, or services not personal.
8	Meal tickets (25 tickets in book).
18 (supply division)	Report of open-market purchases exceeding $100.
5 (supply division)	Application for authority to advertise.
4 (supply division)	Request to newspaper to publish advertisement.
17 (supply division)	Voucher for advertising.
3a (supply division)	Voucher for job printing.
9	Ration and savings account.
10	Liquid coffee account (with organizations).
11	Invoice of funds.
12	Abstract of subsistence stores sold.
13	Account of sales at auction or on sealed proposals.
14	Permit to purchase on credit (enlisted men).
15	Statement of credit sales to enlisted men.
16	Statement of dues from enlisted men.
17	Receipt for stores purchased on credit by officers (25 receipts in book).
18	
19	Return of subsistence stores:
20	Abstract of purchases of subsistence stores, small.
21	Abstract of purchases or transfers of subsistence stores, large.
22[a]	(Included under "War Blanks.")
23	Combined invoice of and receipt for stores or property.
24	Ration return (25 blanks in book).
25	Receipt roll for recruit kits issued.
26	Issue slip (25 slips in a book).
27	Ration certificates (25 in book).
28	Abstract of issues.
29	Abstract of beef cattle and forage.
30	Return of subsistence property:
31	Abstract of purchases or transfers of subsistence property.
	BLANKS USED IN CONNECTION WITH PURCHASES
32	Specifications and conditions for subsistence stores.
33	Abstract of proposals, small.
34	Abstract of proposals, large.
35	Abstract of proposals, large, extra inside sheets.
36	Bidder's guaranty.
100 C (Q. M. G. O.)	Contractor's bond, principal not a corporation, sureties individuals.
100 D (Q. M. G. O.)	Contractor's bond, principal not a corporation, surety a corporation.
100 E (Q. M. G. O.)	Contractor's bond, principal a corporation, sureties individuals.
100 F (Q. M. G. O.)	Contractor's bond, principal a corporation, surety a corporation.
37	Contract for supplies.
38	Contract for meals for recruits (proposal and acceptance).
39	Contract for beef cattle.

[a] Furnished only to such officers as the Commissary-General may designate.

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Number of form.	Name of form.
	REQUISITION BLANKS.
40	Estimate of funds (chief and purchasing commissaries and recruiting officers).
41	Monthly requisition for stores and funds.
42	Requisition for subsistence property.
43	Request for exceptional articles.
44	Requisition for blanks.
45 [a]	(Included under "War Blanks.")
	REPORTS.
46	Monthly personal report (officers of the Subsistence Department).
47	Personal report (post commissary sergeants).
48	Price list of subsistence stores (purchasing commissaries).
49	Price list of subsistence stores at posts.
50	Statement to accompany reports of survey.
	TRANSPORT BLANKS.
51	Return of civil employees and extra duty men.
52	Daily issue of subsistence stores on transports.
53	Abstract of subsistence stores expended, etc., on transports.
54	List of passengers furnished meals on transports.
55	Paymaster's reimbursement for meals furnished officers on transports.
	MISCELLANEOUS.
56	Cash book.
57	Cash sales book.
58	Sales ledger.
59	Cash sales slips.
60	Charge sales slips.
61	Receipt for payment of charge sales.
62	Memorandum receipt for subsistence property.
63	Certificate of gains, losses, and discrepancies.
64	Commissary and inventory book.
65	Conversion table.
	BAKERY BLANKS.
66	Statement of daily sales.
67	Abstract of flour and bread consumed.
68	Sales ledger, bakery.
69	Quarterly statement of bakery transactions.
70	Receipt for payment of charge sales of the bakery.
	WAR BLANKS.
Field Form No. 1	Field return of subsistence stores.
Field Form No. 2	Way bill and transfer slip (25 to book).
Field Form No. 3	Field ration return.
22 [a]	Receipt for subsistence supplies (in an enemy's country).
45 [a]	Requisition for subsistence supplies (in an enemy's country).

[a] Furnished only to such officers as the Commissary-General may designate.

275. The following explanations are inserted in order to show the purpose of the various blanks referred to, and the occasions when they are used. The method of their preparation is not explained, as full instructions are given on the blanks. These instructions must be carefully studied and complied with.

ACCOUNT CURRENT.

276. The "Account current" is a report of all public funds for which the commissary has been accountable during the period covered. It is supported by numerous other forms showing expenditures and receipts.

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ABSTRACT OF EXPENDITURES.

277. All expenditures are abstracted on the "Abstract of expenditures," which is, therefore, a voucher to the "Account current." Expenditures thus abstracted must also be covered by vouchers, which are prepared on different forms according to the nature of the expenditures. Voucher for "Commutation of rations in hospital," is used when commutation of rations in hospital is paid; "Roll for personal services, commutation of rations and liquid coffee money" for expenditures for personal services, commutation of rations, or as liquid coffee money to individuals; "Voucher for purchases or services not personal" for purchases or for services not personal; (supply division) "Voucher for advertising" for advertising; (supply division) "Voucher for job printing" for job printing; "Ration and savings account" for ration and savings accounts; "Liquid coffee account (with organizations)" for liquid coffee money to organizations.

SUBVOUCHERS TO ABSTRACT OF EXPENDITURES.

278. When commutation of rations is paid on roll for personal services, commutation of rations, and liquid coffee money to a person distant from the paying commissary, the certificate prescribed by "Certificate for commutation of rations" is filed with it as a subvoucher to the abstract of expenditures. "Blank form of furlough" is used in making duplicate copies of furlough for file with roll for personal services, commutation of rations, and liquid coffee money as a subvoucher when the latter form is used for paying commutation of rations on furlough. When "Voucher for purchases, or services not personal" is used in paying for meals furnished on meal tickets, meal tickets are filed with it as subvouchers. Open-market purchases exceeding $100 are reported on (supply division) "Report of open-market purchases exceeding $100," which is used with "Voucher for purchases, or services not personal" as a subvoucher; (supply division) "Application for authority to advertise," and (supply division) "Request to newspaper to publish advertisement" are vouchers to (supply division) "Voucher for advertising."

INVOICE OF FUNDS.

279. When funds are transferred from one officer to another, an "Invoice of funds" is sent by the former to the latter officer. The receiving officer uses this invoice as a voucher to his account current. When the transfer is made in currency, the receiving officer receipts on the "Invoice of funds" for the amount received, detaching the receipt from the form and returning it to the invoicing officer, who uses it as a voucher to his account current. If the transfer is made by check, either to the order of the receiving officer or placing the sum to his credit in a depository, no receipt is given. The check

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itself when received by the Treasury Department is accepted as the voucher of the invoicing officer, who describes it on his account current by number, name of depository on which drawn, and name of payee.

ABSTRACT OF SUBSISTENCE STORES SOLD.

280. Subsistence stores sold are abstracted on "Abstract of subsistence stores sold," which, as it accounts for funds received, becomes a voucher to the account current of the officer; and, as it also accounts for stores disposed of, it is likewise a voucher to the return of subsistence stores. If stores have been sold on credit to enlisted men, a statement of such sales is prepared on "Statement of credit sales to enlisted men," which is forwarded as a voucher to the abstract, and "Statement of dues from enlisted men" is prepared by the commissary and furnished to commanding officers for action toward collection, as contemplated by the Army Regulations. Enlisted men authorized to purchase on credit under Army Regulations are furnished by their company commanders with a permit prepared on "Permit to purchase on credit (enlisted men)." Officers purchasing on credit receipt to the commissary in duplicate on "Receipt for stores purchased on credit by officers" for the value of the stores purchased. One copy of the receipt is filed with the commissary's retained abstract, and the other copy is forwarded by the commissary to the paymaster who pays the officer, or to the chief paymaster of the department, for collection. Names of officers purchasing on credit are entered on the abstract in the space provided for the purpose.

ACCOUNT OF SALES AT AUCTION OR ON SEALED PROPOSALS.

281. "Account of sales at auction or on sealed proposals" is used as a voucher to the account current (and also as a voucher to the return of subsistence stores or subsistence property) when sales are made of condemned supplies, or empty barrels, boxes, etc.

RETURNS OF SUBSISTENCE STORES AND OF SUBSISTENCE PROPERTY.

NOTE—For general regulations concerning property accountability and responsibility, see the Army Regulations.

282. A "Return of subsistence stores" is a consolidated statement of all stores for which the commissary was accountable during the period covered; and a "Return of subsistence property" is a similar statement as to the property. Returns of subsistence stores will ordinarily cover monthly periods and returns of subsistence property semiannual periods (ending June 30 and December 31). Such returns will be rendered at intermediate dates when an officer closes his accounts. When officers who are notified of errors in their returns can correct them by taking up or dropping the quantity of stores or property necessary to cover the errors, they will take such action on the first return rendered after receipt of notification.

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ABSTRACT OF PURCHASES OF SUBSISTENCE STORES.

283. Stores received by purchase, whether paid for or not, are, if the items are few, entered direct on the return of stores. If the items are numerous, the purchases are abstracted on "Abstract of purchases of subsistence stores, small," or "Abstract of purchases or transfers of subsistence stores, large," which becomes a voucher to the return. Purchase vouchers, "Voucher for purchases, or services not personal," if for stores actually received by the accounting officer, become vouchers to the return as well as to the abstract of expenditures.

When requisition for supplies is made on the inhabitants of an enemy's country in time of war, the receiving officer takes up all the stores (or property) on his return, whether he pays for them or not. If he pays for them he uses "Voucher for purchases, or services not personal." If he does not pay for them he prepares a receipt in triplicate on "Receipt for subsistence supplies (in an enemy's country)," giving the original to the person furnishing the stores and forwarding the duplicate copy to the officer charged with the settlement of these accounts. The tissue sheet will be retained by the receiving officer as a record. On making payment the officer uses "Voucher for purchases, or services not personal," as a voucher, attaching thereto "Receipt for subsistence supplies (in an enemy's country)" as a subvoucher. The same forms are used for purchases in time of war in an enemy's country.

COMBINED INVOICE OF AND RECEIPT FOR STORES OR PROPERTY.

284. When stores or property are transferred from one commissary to another, invoices and receipts, both in duplicate, are prepared on "Combined invoice of and receipt for stores or property" and sent to the receiving commissary. The receiving officer notes in red ink on the invoices the date when the supplies were received, and also notes in red ink on both invoices and receipts any discrepancy between the invoices and the quantities, descriptions, or condition of the supplies received. In case of discrepancy not noted by the receiving quartermaster, he will at once apply for a survey to ascertain the quantity and nature of the discrepancy and fix the responsibility therefor. The amount actually received is taken up by the receiving commissary on his return, who files as voucher for this amount one of the invoices with the red-ink notations, retaining the other with his papers and returning both receipts to the shipping commissary. The shipping commissary retains one of the receipts, forwarding the other to the Commissary-General for file with his returns, in substitution for quartermaster's receipts previously forwarded by him. In case of discrepancy, the returns of the receiving commissary remain unsettled in the Commissary-General's office pending the

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receipt of the surveying officer's report, which report should be forwarded by the receiving commissary as soon as received.

When transfers during a month have been too numerous for entry direct on the return, an abstract of transfers is prepared on "Abstract of purchases or transfers of subsistence stores, large," for stores, or "Abstract of purchases or transfers of subsistence property" for property, which abstract becomes a voucher to the return. Invoices of stores or property may be signed by another for the accountable officer. This is the only exception to the general rule that accountability papers must be signed by the accountable officer.

285. Issues made by a commissary are abstracted on the "Abstract of issues." The issues are made on "Ration returns," which are referred to on the abstract but retained by the commissary. The commanding officer ordering the issues certifies to the correctness of the abstract. When issues are made, "Issue slips" are prepared by the issuing commissary in duplicate, showing articles and quantities drawn. One copy, receipted by the officer drawing the stores (or the person authorized by him to receive and receipt for the supplies), is filed by the issuing commissary as an office record, the other being given to the receiving officer of the organization. If a company or detachment is detached from a command, the commissary will furnish the officer in charge with a "Ration certificate" showing the date to which the ration account has been settled.

ABSTRACT OF BEEF CATTLE AND FORAGE.

286. An "Abstract of beef cattle and forage" is used only in the field when beef cattle are being provided. It shows the net yield of beef from cattle slaughtered, number of cattle fed, and amount of forage consumed on each day of the month, and is used as a voucher to the return of stores.

287. The names of the blanks in the lists under "Blanks used in connection with purchases," "Requisition blanks," and "Reports" indicate sufficiently the purpose for which they are used; those under "Transport blanks" are for use on transports.

MISCELLANEOUS BLANKS.

288. The "Cash book" shows the financial transactions. The "Cash sales book" is used for cash sales. The "Sales ledger" shows the charge sales, paid for at the end of the month, and the credit sales. The "Cash sales slip" is for cash sales. The "Charge sales slip" is for charge sales. "Receipt for payment of charge sales" is used when payments of charge sales are made. "Memorandum receipt for subsistence property" is used when subsistence property is loaned to an officer or organization. "Certificate of gains, losses, and discrepancies" is to cover gains, wastage, and other small losses. The "Commissary and inventory book" and the "Conversion table" explain themselves.

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BAKERY BLANKS.

289. The "Statement of daily sales;" the "Abstract of flour and bread consumed;" the "Sales ledger, bakery;" the "Quarterly statement of bakery transactions;" and the "Receipt for payment of charge sales of the bakery" pertain to the bakery, and explain themselves.

WAR BLANKS (FIELD FORM).

290. The names of the blanks under "War blanks (field form)" indicate sufficiently the purpose for which they are used. The term "requisition" as used on "Requisition for subsistence supplies (in an enemy's country)" is used in the technical sense of a "demand" for supplies made upon the inhabitants of an invaded territory. The war blanks are furnished to such officers as the Commissary-General may designate.

OFFICE RECORDS.

291. The following card or book records will be kept in the office of commissaries at posts, chief commissaries, and purchasing, depot, and sales commissaries, respectively. These are office records and will not be removed by an officer when relieved, viz:

Commissaries at posts.—A record card file, a card index file, a document file, an order file, a cash sales book, a cash book, a sales ledger, a commissary and inventory book.

Chief commissaries.—Files required for the card-record system, order files, a cash book, a commissary and inventory book for each post, a survey book, and any other books or files necessary in the administration of their offices.

Purchasing, depot, and sales commissaries.—Files required for the card-record system, order files, cash book, stock book, inventory book, cash sales book, sales ledger, and any other books or files necessary in the administration of their offices.

When a commissary is relieved his successor will sign a receipt in duplicate for these records, specifying in detail the records transferred. The original copy of this receipt will be filed as a permanent office record, and the duplicate will be retained by the officer relieved.

OFFICE OF COMMISSARIES AT POSTS.

292. The record card file, card index file, and document files are prescribed and their use explained by General Orders No. 92, War Department, 1909.

293. The cash book will contain a record of all financial transactions of the commissary, and will be kept in conformity with the printed instructions therein, so that at the close of business each day balances of cash on hand, funds on deposit, and total balances may be determined. This will permit inspection and verification of entries and balances at any time by the commanding officer or an inspector.

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The balance due the United States shown by this book must agree with that shown on the account current.

294. The cash sales book, the sales ledger, cash sales slips, charge sales slips, and records of credit sales will be kept in conformity with the printed instructions therein. The figures reported on the abstract of subsistence stores sold must agree in every particular with the foregoing records.

295. The total amount entered in the cash sales book during the month will be the amount to be entered on the abstract of subsistence stores sold as "Cash sales," and the amount outstanding in the ledger will be the amount of "Credit sales," the sum of the two, added to the amount entered on the abstract of sales in space "Ration and savings account sales," being the total amount of the abstract. This total amount will be larger than the value of stores sold as figured on the abstract, by reason of fractional prices. The gain in cash will be taken up on the abstract in the space provided therefor.

296. In the "Commissary and inventory book" is kept a record of the monthly inventories of stores, and of the amounts received, shipped, gained, saved, and condemned during the month. From it the consumption of the various articles is readily figured and used as a basis for the monthly requisition. The balances shown by the monthly returns of the commissary should agree with the inventory amounts.

OFFICES OF CHIEF COMMISSARIES.

297. Correspondence records of chief commissaries will be kept by the card system, as prescribed by General Orders, No. 92, War Department, 1909. The commissary and inventory books for each post contain the same data as those used at the posts. The character of the survey record is described in paragraph 10 of this Manual.

OFFICES OF PURCHASING AND DEPOT COMMISSARIES.

298. The stock book prescribed for depots should be so prepared and kept as to show at the close of each day the amount on hand of the various articles of stores. Stores received at a depot for immediate shipment to fill calls on hand should not be entered in the stock book. At the close of each month proper entries of gains or losses should be made in the stock book to balance it with the amounts found to be on hand at inventory. A record of the required monthly inventories is kept in the inventory book.

CASH BOOKS.

299. Bonded officers of the Subsistence Department are required to keep individual cash books showing all of their money transactions. These cash books accompany the officers on change of station.

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ARTICLE XI.

THE ORGANIZED MILITIA.

NOTE.—For a résumé of laws, regulations, and decisions affecting the Organized Militia, see "Regulations for the Organized Militia, 1910."

IN THE SERVICE OF THE STATE.

300. Section 1661, Revised Statutes, as amended by act of June 22, 1906, appropriates $2,000,000 annually for the use of the Organized Militia of the several States and Territories and the District of Columbia, to be apportioned among them by the Secretary of War.

301. As relating to subsistence, this appropriation is available for the procurement by a State of subsistence stores or property for use of the Organized Militia and for payment for subsistence furnished enlisted men of the Organized Militia while engaged in actual field or camp service for instruction, under section 14 of the act of January 21, 1903, or in joint encampments, maneuvers, or field instruction with the Regular Army under section 15 of the act of January 21, 1903, as amended by the act of April 21, 1910.

302. Subsistence stores and property will be furnished to a State, under specific authority of the Secretary of War in each case, at cost price. Such cost is chargeable to the State's allotment, or may be met from funds appropriated by the state legislature—in the latter case cost of transportation must be added.

303. Subsistence property furnished to a State, though charged to its allotment, remains the property of the United States and must be receipted for by the governor of the State or the commanding general of the National Guard of the District of Columbia, or by some duly designated officer of the Organized Militia thereof and accounted for *over the signature of the governor of the State or the commanding general of the National Guard of the District of Columbia,* annually on the 31st of December, on the blank form of "Return of subsistence property," furnished by the Subsistence Department. The return should be forwarded to the Chief of the Division of Militia Affairs, War Department, within two months after the end of the calendar year for which the return is made.

304. The United States is not concerned with the manner in which the several States subsist their militia while in camp, the law not contemplating the issue of rations in kind by the Subsistence Department. The only limitation, so far as the United States is concerned, is that the subsistence of the militia while in camp shall not exceed the average cost of the regular army ration. This cost is 25 cents for the field ration and 40 cents for the travel ration.

305. Amounts expended for subsistence within the limit of cost of the regular army ration are chargeable to a State's allotment. Ex-

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penses for subsistence incurred in excess of 25 cents per man per day while in camp or 40 cents while traveling to and from camp must be borne by the State.

306. Accounts of the United States disbursing officer appointed by the governor of a State are forwarded monthly to the Secretary of War for administrative examination by the Division of Militia Affairs and subsequent settlement by the accounting officer of the Treasury. The accounts are prepared on forms furnished by the Chief, Division of Militia Affairs.

307. The account current includes an abstract of subsistence, on which are entered the amounts of every purchase on account of subsistence for the month. Comparing the total amount expended with the number of rations to which the various organizations were entitled enables the accounting officers to fix the charge to be made against the State's allotment.

308. The Organized Militia may, through the governor or adjutant-general of a State or Territory, with the approval of the Secretary of War, purchase for cash from state funds any of the supplies and publications prescribed for the Regular Army, articles thus purchased becoming the property of the State. Such sales of supplies are made at cost price with the cost of transportation added, and funds received from such sales are credited to the appropriations to which they belong and pertain to the fiscal year in which the sale was made.

IN JOINT ENCAMPMENTS, MANEUVERS, OR FIELD INSTRUCTION.

309. Under the provisions of section 15 of the act of January 21, 1903, the Secretary of War is authorized to provide for participation by the militia in encampments, maneuvers, and field instruction of the Regular Army. Any part of the militia so participating is entitled to the same subsistence as is provided by law for enlisted men of the Regular Army. The details of any such proposed joint instruction are published in general orders. Subsistence of the militia so participating is furnished from the appropriations made for the specific purpose, and the disbursements are made by officers of the Subsistence Department. Subsistence is due for the entire period from the time such Organized Militia shall start from their home rendezvous to the time of their return thereto.

310. Officers of the Organized Militia who may be furnished under proper authority with public funds with which to purchase coffee or other components of the travel ration for the use of their respective commands are exempted by law from furnishing bonds for the safe-keeping and disbursement of the same.

311. Where officers, in case of necessity, expend moneys from their own private funds for liquid coffee for their companies while en route to maneuvers, these officers should be reimbursed for

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such expenditures. In this connection, see paragraph 123 of this Manual.

312. Officers and enlisted men of the Organized Militia while attending national rifle contests or joint camps of instruction may be admitted to field hospitals of the army on the approval, respectively, of the executive officer of the national matches or the commanding officer of the joint camp of instruction. The charges for subsistence to reimburse hospital funds will be at the rate of 50 cents a day for each officer and 30 cents a day for each enlisted man of the militia. The hospital charges for subsistence of enlisted men and the cost of the medicines used in the treatment of officers and enlisted men will constitute charges against the allotments, under section 1661, Revised Statutes, to the State, Territory, or District of Columbia, to the militia of which the patients respectively belong.

313. In maneuver camps composed of both regular and militia forces, when the field ration is used, pay for bakers, laborers, and other civil employees of the Subsistence Department specially authorized for the maneuvers should be made from the appropriations for the subsistence of the army and the subsistence of the militia in proportion to the strength of the regular and militia forces composing the camp.

314. Sales of subsistence stores to officers or enlisted men or company messes of Organized Militia participating in joint maneuvers may be made for cash at cost prices—that is, at the same prices which are charged to officers and enlisted men of the army. (Dec. J. A. G., August 5, 1904. O. C. G. 180566–50.)

IN THE SERVICE OF THE UNITED STATES.

315. The militia, when called into the actual service of the United States, shall, during the time of service, be entitled to the same pay and allowances as are or may be provided by law for the Regular Army. (Section 10, Act of January 21, 1903.)

316. Under the above-quoted section, the men are entitled to subsistence at the expense of the United States from the day that any portion of the Organized Militia ordered into actual service of the United States appears at the place of company rendezvous.

317. Until rations in kind are available for issue, subsistence will be provided as follows:

The various locations of company rendezvous rendering it impossible to issue rations in kind economically, the commanding officer of any portion of the Organized Militia called into the actual service of the United States will purchase cooked meals for his command while at the company rendezvous, and thereafter until arrival at the state camp or other place of concentration where rations in kind are available for issue. An expense not exceeding 60 cents a man a day is

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authorized for such meals, except for the time consumed in traveling to the state camp or other place of concentration, during which time not exceeding 75 cents a man a day is authorized. The purchase of cooked meals, as above, should be made after advertising, or, if conditions do not permit of advertising, in open market, the accounts prepared on "Voucher for purchases or services not personal" of the Subsistence Department (the voucher covering the travel period to show places between which, and dates when, travel was performed), certified by the officer procuring the meals, and sent to the chief commissary of the department for payment.

318. As soon as rations in kind are available for issue to militia called into the service of the United States, they will be furnished in like manner as to the Regular Army.

THE DISTRICT OF COLUMBIA NATIONAL GUARD.

319. The District of Columbia National Guard during its annual encampment, or when ordered on duty to aid the civil authorities, shall be furnished with subsistence stores of the kind, quality, and amount allowed and prescribed for the army. Such stores shall be issued from the stores and supplies appropriated for the use of the army, upon approval and by direction of the Secretary of War, to the commanding general of the National Guard (of the District of Columbia) upon his requisition for the same. (Act of March 1, 1889, 25 Stat., L., p. 780, section 7, and Act of May 11, 1898, 30 Stat. L., p. 404.)

320. The cost of subsistence issues under the provisions of the above quoted act is chargeable to the appropriation "Subsistence of the army."

321. The District of Columbia National Guard is also entitled to the benefits of other militia acts hereinbefore quoted.

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MISCELLANEOUS TABLES.

322. THE ARMY RATION,

Table showing the amounts of the component articles of the army ration and of their substitutive equivalents.

[Amounts of the component articles printed in heavy type.]

Article.	Garrison ration.	Field ration.	Haversack ration.	Travel ration.	Filipino ration.
Beef, fresh ounces.	**20**	[a] **20**			**12**
Mutton, fresh do.	20	[a] 20			
Bacon do.	[b] 12	12	**12**		8
Beef, corned, canned do.	[c] 16	16		**12**	8
Beef, fresh, roast, canned do.	[c] 16	16			8
Hash, corned beef do.	[c] 16	16		12	
Fish, dried do.	14				
Fish, pickled do.	18				
Fish, canned do.	16				12
Fish, fresh do.					12
Chicken, drawn do.	[d] 16				
Turkey, drawn do.	[d] 16				
Flour do.	**18**	**18**			**8**
Soft bread do.	18	18		**18**	
Hard bread do.	[e] 16	16	**16**	16	8
Corn meal do.	20				
Baking powder ounce.	**.08**	[f] **.64**			[f] **.32**
Yeast do.		[g] **.04**			
Beans ounces.	**2.4**	**2.4**			
Beans, baked do.				**4**	
Rice do.	1.6	1.6			
Rice, Filipino, No. 2 do.					**16**
Rice, Saigon (when Filipino No. 2 can not be obtained) ounce.					16
Hominy do.	1.6				
Potatoes, fresh do.	[h] **20**	[a] **16**			
Potatoes, canned do.	[i] 15	12			
Onions, fresh do.	[h] 20	[a] 16			
Tomatoes, canned do.	[h] 20	16		8	
Other fresh vegetables (not canned) do.	[h] 20				
Camotes do.					8
Mongos do.					4
Prunes do.	**1.28**				
Apples, evaporated do.	1.28				
Peaches, evaporated do.	1.28				
Jam do.	1.28	**1.4**		**1.4**	
Coffee, roasted and ground do.	**1.12**	**1.12**	**1.12**	**1.12**	**.5**
Coffee, roasted do.	1.12				
Coffee, green do.	1.4				
Tea ounce.	.32	.32			
Ginger root do.					**.5**
Sugar ounces.	**3.2**	**3.2**	**2.4**	**2.4**	**2**
Milk, evaporated ounce.	**.5**	**.5**		**.5**	
Vinegar gill.	**.16**	**.16**			**.08**
Pickles, cucumber do.	.16	.16			
Salt ounce.	**.64**	**.64**	**.16**		**.64**
Pepper do.	**.04**	**.04**	**.02**		**.02**
Cinnamon do.	**.014**				
Cloves do.	.014				
Ginger do.	.014				
Nutmeg do.	.014				
Lard do.	**.64**				
Butter do.	**.5**				
Oleomargarine do.	.5				
Sirup gill.	**.32**				
Flavoring extract:					
Lemon ounce.	**.014**				
Vanilla do.	.014				

[a] When procurable locally.
[b] In Alaska 16 ounces, or 16 ounces salt pork or 22 ounces salt beef.
[c] When impracticable to furnish fresh meat.
[d] On national holidays, when practicable.
[e] To be used only when impracticable to use flour or soft bread.
[f] When ovens are not available.
[g] When ovens are available.
[h] In Alaska 24 ounces.
[i] In Alaska 18 ounces.

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323. ARMY RATION CONVERSION TABLES.

THE GARRISON RATION.

[R=number of rations. U=number of units.]

Article.	Unit.	Rations to bulk.	Bulk to rations.
Beef, fresh	Pound	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Mutton, fresh	Pound	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Bacon	do	$R-\frac{1}{4}R=U$	$U+\frac{1}{3}U=R$.
Beef, corned	2-pound can	$R\div2=U$	$U\times2=R$.
Beef, roast	2-pound can	$R\div2=U$	$U\times2=R$.
Hash, corned beef	2-pound can	$R\div2=U$	$U\times2=R$.
Beef, corned	No. 2 can	$R\times2\div3=U$	$U\times3\div2=R$.
Beef, roast	No. 2 can	$R\times2\div3=U$	$U\times3\div2=R$.
Hash, corned beef	No. 2 can	$R\times2\div3=U$	$U\times3\div2=R$.
Fish, dried	Pound	$R-\frac{1}{8}R=U$	$U+\frac{1}{7}U=R$.
Fish, pickled	do	$R+\frac{1}{8}R=U$	$U-\frac{1}{9}U=R$.
Fish, canned	No. 1 can	$R=U$	$U=R$.
Chicken, dressed	Pound	$R=U$	$U=R$.
Turkey, dressed	do	$R=U$	$U=R$.
Flour	do	$R+\frac{1}{8}R=U$	$U-\frac{1}{9}U=R$.
Soft bread	do	$R+\frac{1}{8}R=U$	$U-\frac{1}{9}U=R$.
Hard bread	do	$R=U$	$U=R$.
Corn meal	do	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Baking powder	No. $\frac{1}{2}$ can	$R\div100=U$	$U\times100=R$.
Beans, dried	Pound	$(R+\frac{1}{2}R)\div10=U$	$(U-\frac{1}{3}U)\times10=R$.
Rice	do	$R\div10=U$	$U\times10=R$.
Hominy	do	$R\div10=U$	$U\times10=R$.
Potatoes, fresh	do	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Onions, fresh	do	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Other fresh vegetables	do	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Potatoes, canned	30-ounce can	$R\div2=U$	$U\times2=R$.
Tomatoes	Small can	$R\times5\div8=U$	$U\times8\div5=R$.
Do	No. 10 can	$R\times5\div26=U$	$(U\times5)+\frac{1}{5}U=R$.
Prunes	Pound	$R\times8\div100=U$	$U\times100\div8=R$.
Apples, evaporated	Pound	$R\times8\div100=U$	$U\times100\div8=R$.
Peaches, evaporated	Pound	$R\times8\div100=U$	$U\times100\div8=R$.
Jam	No. 2 can	$R\times16\div315=U$	$U\times315\div16=R$.
Coffee, roasted and ground	Pound	$R\times7\div100=U$	$U\times100\div7=R$.
Coffee, roasted	Pound	$R\times7\div100=U$	$U\times100\div7=R$.
Coffee, green	do	$(R-\frac{1}{8}R)\div10=U$	$(U+\frac{1}{7}U)\times10=R$.
Tea	do	$R\times2\div100=U$	$U\times100\div2=R$.
Sugar	do	$R\times2\div10=U$	$U\times10\div2=R$.
Milk, evaporated	Family can	$R\div24=U$	$U\times24=R$.
Do	Hotel can	$R\div64=U$	$U\times64=R$.
Vinegar	Gallon	$R\div200=U$	$U\times200-R$.
Pickles	Gallon	$R\div200=U$	$U\times200-R$.
Salt	Pound	$R\times4\div100=U$	$U\times100\div4=R$.
Pepper	No. $\frac{1}{4}$ can	$R\div100=U$	$U\times100=R$.
Cinnamon	No. $\frac{1}{4}$ can	$R\times7\div2{,}000=U$	$U\times2{,}000\div7=R$.
Cloves	No. $\frac{1}{4}$ can	$R\times7\div2{,}000=U$	$U\times2{,}000\div7=R$.
Ginger	No. $\frac{1}{4}$ can	$R\times7\div2{,}000=U$	$U\times2{,}000\div7=R$.
Nutmeg	Pound	$R\times7\div8{,}000=U$	$U\times8{,}000\div7=R$.
Lard	do	$R\times4\div100=U$	$U\times100\div4=R$.
Do	No. 5 pail	$R\div104=U$	$U\times104=R$.
Butter	Pound	$R\div32=U$	$U\times32=R$.
Oleomargarine	Pound	$R\div32=U$	$U\times32=R$.
Sirup	Gallon	$R\div100=U$	$U\times100=R$.
Flavoring extract	2-ounce bottle	$R\times7\div1{,}000=U$	$U\times1{,}000\div7=R$.
Do	8-ounce bottle	$R\times7\div4{,}000=U$	$U\times4{,}000\div7=R$.

ALASKA.

NOTE.—The ration allowed to troops in garrison in Alaska is identical with the regular garrison ration except as to the items indicated below.

Bacon	Pound	$R=U$	$U=R$.
Pork, salt	do	$R=U$	$U=R$.
Beef, salt	do	$R\times11\div8=U$	$U\times8\div11=R$.
Potatoes, fresh	do	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Onions, fresh	do	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Other fresh vegetables	do	$R+\frac{1}{4}R=U$	$U-\frac{1}{5}U=R$.
Potatoes, canned	30-ounce can	$R\times6\div10=U$	$U\times10\div6=R$.
Tomatoes	Small can	$R-\frac{1}{8}R=U$	$U+\frac{1}{7}U=R$.
Do	No. 10 can	$R\times3\div13=U$	$U\times13\div3=R$.

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ARMY RATION CONVERSION TABLES—Continued.

THE FIELD RATION.

Article.	Unit.	Rations to bulk.	Bulk to rations.
Beef, fresh	Pound	R+⅛ R=U	U−⅛ U=R.
Mutton, fresh	Pound	R+⅛ R=U	U−⅛ U=R.
Bacon	do	R−⅓ R=U	U+½ U=R.
Beef, corned	2-pound can	R÷2=U	U×2=R.
Beef, roast	2-pound can	R÷2=U	U×2=R.
Hash, corned beef	2-pound can	R÷2=U	U×2=R.
Beef, corned	No. 2 can	R×2÷3=U	U×3÷2=R.
Beef, roast	No. 2 can	R×2÷3=U	U×3÷2=R.
Hash, corned beef	No. 2 can	R×2÷3=U	U×3÷2=R.
Flour	Pound	R+⅛ R=U	U−⅛ U=R.
Soft bread	Pound	R+⅛ R=U	U−⅛ U=R.
Hard bread	do	R=U	U=R.
Baking powder	No. ½ can	R×8÷100=U	U×100÷8=R.
Yeast	Pound	R÷400=U	U×400=R.
Beans	do	(R+⅛ R)÷10=U	(U−⅛ U)×10=R.
Rice	do	R÷10=U	U×10=R.
Potatoes, fresh	do	R=U	U=R.
Onions, fresh	do	R=U	U=R.
Potatoes, canned	30-ounce can	R×4÷10=U	U×10÷4=R.
Tomatoes	Small can	R÷2=U	U×2=R.
Do	No. 10 can	R×2÷13=U	U×13÷2=R.
Jam	No. 2 can	R÷18=U	U×18=R.
Coffee, roasted and ground	Pound	R×7÷100=U	U×100÷7=R.
Tea	do	R×2÷100=U	U×100÷2=R.
Sugar	do	R×2÷10=U	U×10÷2=R.
Milk, evaporated	Family can	R÷24=U	U×24=R.
Do	Hotel can	R÷64=U	U×64=R.
Vinegar	Gallon	R÷200=U	U×200=R.
Pickles	Gallon	R÷200=U	U×200=R.
Salt	Pound	R×4÷100=U	U×100÷4=R.
Pepper	No. ¼ can	R÷100=U	U×100=R.

THE HAVERSACK RATION.

Bacon	Pound	R−⅓ R=U	U+½ U=R.
Hard bread	do	R=U	U=R.
Coffee, roasted and ground	do	R×7÷100=U	U×100÷7=R.
Sugar	do	(R+⅛ R)÷10=U	(U−⅛ U)×10=R.
Salt	do	R÷100=U	U×100=R.
Pepper	No. ¼ can	R÷200=U	U×200=R.

THE TRAVEL RATION.

Soft bread	Pound	R+⅛ R=U	U−⅛ U=R.
Hard bread	do	R=U	U=R.
Beef, corned	2-pound can	R×3÷8=U	U×8÷3=R.
Do	No. 2 can	R÷2=U	U×2=R.
Hash, corned beef	2-pound can	R×3÷8=U	U×8÷3=R.
Do	No. 2 can	R÷2=U	U×2=R.
Beans, baked	No. 1 can	R×4÷10=U	U×10÷4=R.
Do	No. 3 can	R÷8=U	U×8=R.
Tomatoes	Small can	R÷4=U	U×4=R.
Do	No. 10 can	R÷13=U	U×13=R.
Jam	No. 2 can	R÷18=U	U×18=R.
Coffee, roasted and ground	Pound	R×7÷100=U	U×100÷7=R.
Sugar	do	(R+⅛ R)÷10=U	(U−⅛ U)×10=R.
Milk, evaporated	Family can	R÷24=U	U×24=R.
Do	Hotel can	R÷64=U	U×64=R.

THE FILIPINO RATION.

Beef, fresh	Pound	R−⅓ R=U	U+½ U=R.
Bacon	do	R÷2=U	U×2=R.
Beef, corned	2-pound can	R÷4=U	U×4=R.
Beef, roast	do	R÷4=U	U×4=R.
Beef, corned	No. 2 can	R÷3=U	U×3=R.
Beef, roast	do	R÷3=U	U×3=R.
Fish, canned	No. 1 can	R−¼ R=U	U+⅓ U=R.
Fish, fresh	Pound	R−¼ R=U	U+⅓ U=R.
Flour	do	R÷2=U	U×2=R.
Hard bread	do	R÷2=U	U×2=R.
Baking powder	No. ½ can	R×4÷100=U	U×100÷4=R.

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ARMY RATION CONVERSION TABLES—Continued.

THE FILIPINO RATION—Continued.

Article.	Unit.	Rations to bulk.	Bulk to rations.
Rice	Pound	R=U	U=R.
Potatoes	do	R÷2=U	U×2=R.
Onions	do	R÷2=U	U×2=R.
Camotes	do	R÷2=U	U×2=R.
Mongos	do	R÷4=U	U×4=R.
Coffee, roasted and ground	do	R÷32=U	U×32=R.
Ginger root	do	R÷32=U	U×32=R.
Sugar	do	R÷8=U	U×8=R.
Vinegar	Gallon	R÷400=U	U×400=R.
Salt	Pound	R×4÷100=U	U×100÷4=R.
Pepper	No. ¼ can	R÷200=U	U×200=R.

324.

Table showing number of packages, approximate gross weight and cubical contents of 10,000 field rations of each article.

Article.	Inner package.	Outer package.	Quantity.	No. of packages.	Gross weight.	Cubic feet.
					Pounds.	
Bacon, issue		Crate	7,500 lbs	75	9,375	263.0
Do	12-lb. cans	Case, 6	do	104⅙	10,520	253.0
Do	¾-lb. cans	Case, 48	do	208⅓	13,960	383.0
Beef, corned	2-lb. cans	Case, 24	5,000 cans	208⅓	15,000	334.0
Beef, roast	do	do	do	208⅓	15,625	388.0
Hash, corned beef	do	do	do	208⅓	15,625	398.0
Flour	Sack	Sack, 1	11,250 lbs	112½	11,365	239.0
Do	50-lb. can	Case, 1	do	225	14,175	355.0
Hard bread	25-lb. can	Case, 2	10,000 lbs	200	13,000	658.0
Do		Case	do	200	13,000	576.0
Baking powder	No. ½ can	Case, 24	800 cans	33⅓	670	18.0
Yeast	5-oz. cans	do	25 lbs	3⅓	50	2.0
Beans	Sack	Sack, 1	1,500 lbs	15	1,515	30.0
Rice	do	do	1,000 lbs	10	1,010	24.0
Potatoes		Sack	10,000 lbs	100	10,100	292.0
Onions		do	do	100	10,100	292.0
Tomatoes	Small cans	Case, 24	5,000 cans	208⅓	16,458	385.0
Jam, blackberry	No. 2 cans	do	556 cans	23⅛	1,367	27.0
Coffee, roasted and ground.	25-lbs. cans	Case, 2	700 lbs	14	1,190	40.0
Sugar	Sack	Sack, 1	2,000 lbs	20	2,020	31.0
Milk, evaporated	Family cans	Case, 48	417 cans	8 11/12	467	11.0
Vinegar		Barrel	50 gals	1	508	12.0
Do		10-gals. keg	do	5	500	14.0
Pickles		do	do	5	530	13.0
Salt	Sack	Sack, 1	400 lbs	4	404	5.0
Pepper	No. ¼ cans	Case, 100	25 lbs	1	46	1.3

325.

Table for computing the gross weight and cubic measurement of any number of rations, and the amount of transportation necessary for the various kinds of rations in box cars, army wagons, and ship's tons.

Kind of ration.	Gross weight of one ration.	Rations to a 40,000-pound box car.	Part of box car required for one ration.	Rations to an army wagon (3,000 pounds).	Cubic feet to one ration.	Rations to a cubic foot.	Rations to a ship's ton.	Part of a ship's ton required for one ration.
	Pounds.							
Garrison	4.9	8,226	0.000122	600	.149	6.73	269	0.0037
Field	4.4	9,172	.000109	675	.109	9.17	367	.0027
Travel	4.1	9,818	.000102	750	.129	7.76	311	.0032
Haversack	3.0	13,428	.000075	1,000	.111	9.04	362	.0028

Freight tonnage or measurement of ship's cargo is 40 cubic feet of space per ton.

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326.

CAPACITY OF BOX CARS.

Table showing approximately the capacity in packages and rations of the three standard classes of box cars, each 36 feet by 8 feet 6 inches by 8 feet.

Article.	Package.	Capacity of cars.					
		80,000 pounds.		60,000 pounds.		40,000 pounds.	
		Packages.	Rations.	Packages.	Rations.	Packages.	Rations.
Bacon:							
100-pound	Crate	600	80,000	519	69,200	345	46,000
¾-pound cans	Case, 48	1,330	63,840	1,000	48,000	665	31,920
12-pound cans	Case, 6	790	75,840	640	61,440	427	40,992
Beef:							
Corned, 2-pound cans	Case, 24	1,600	[a] 76,800	1,200	[a] 57,600	800	[a] 38,400
Roast, 2-pound cans	do	1,260	[a] 60,480	970	[a] 46,560	645	[a] 30,960
Fish, salmon, No. 1 cans	Case, 48	1,250	60,000	940	45,120	625	30,000
Flour:							
196-pound	Barrel	240	41,813	240	41,813	200	34,845
98-pound	Sack	860	74,916	645	56,187	430	37,458
50-pound cans	Case, 1	1,250	55,556	940	41,778	625	27,778
Hard bread:							
25-pound cans	Case, 2	756	37,800	756	37,800	530	26,500
50-pound	Case	648	32,400	648	32,400	648	32,400
Corn meal, 100-pound	Sack	860	68,800	645	51,600	430	34,400
Beans, 100-pound	do	860	573,333	645	430,000	430	286,666
Beans, baked:							
No. 1 cans	Case, 48	1,790	214,800	1,340	160,800	895	107,400
No. 3 cans	Case, 24	1,250	240,000	940	180,480	625	120,000
Rice, 100-pound	Sack	860	860,000	645	645,000	430	430,000
Potatoes:							
100-pound	do	300	[b] 30,000	300	[b] 30,000	300	[b] 30,000
170-pound	Barrel	295	[b] 50,150	295	[b] 50,150	245	[b] 41,650
Onions:							
100-pound	Sack	300	[b] 30,000	300	[b] 30,000	300	[b] 30,000
150-pound	Barrel	375	[b] 56,250	375	[b] 56,250	270	[b] 40,500
Tomatoes, No. 3 cans	Case, 24	1,250	[b] 67,500	940	[b] 50,760	625	[b] 33,750
Prunes, 50-pound	Case	1,570	981,250	1,176	735,000	785	490,625
Apples, evaporated, 50-pound	do	1,510	943,750	1,115	696,875	755	471,875
Peaches, evaporated, 50-pound	do	1,570	981,250	1,176	735,000	785	490,625
Jam, blackberry, No. 2 cans	Case, 24	1,760	[a] 760,320	1,320	[a] 570,240	880	[a] 380,160
Coffee, issue:							
Green, 132-pound	Sack	500	754,285	500	754,285	330	497,829
Roasted and ground, 25-cans	Case, 2	960	685,714	795	567,857	530	378,571
Sugar, 100-pound	Sack	860	430,000	645	322,500	430	215,000
Milk, evaporated, family cans	Case, 48	1,466	1,688,832	1,098	1,264,896	733	844,416
Vinegar, 50-gallon	Barrel	146	1,460,000	110	1,100,000	73	730,600
Pickles, 16-gallon	½ barrel	570	912,000	426	681,600	285	456,000
Salt, issue, 100-pound	Sack	860	2,150,000	645	1,612,500	430	1,075,000
Pepper, No. ¼ cans	Case, 100	1,900	19,000,000	1,425	14,250,000	950	9,500,000
Soap, issue, 60-pound	Case	1,290	.....	970	.....	645	.....
Candles, issue, 40-pound	do	1,655	.....	1,375	.....	915	.....
Matches, safety, 5-gross	do	1,080	.....	1,080	.....	1,080	.....
Paper, toilet, packages	Case, 100	450	.....	450	.....	440	.....
Tobacco:							
Chewing, 28-pound	Butt	2,588	.....	1,940	.....	1,294	.....
Smoking, 1-ounce bags	Case, 400	1,008	.....	1,008	.....	1,008	.....

[a] Garrison or field rations. [b] Field rations.

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327.

CAPACITY OF ARMY WAGON.

Table showing number of field rations of various articles that can be conveniently loaded and transported in the standard four-mule army wagon.

Article.	Inner packages.	Outer package.	Packages.	Gross weight.	Rations.
				Pounds.	
Bacon		Crate	24	3,030	3,200
Do	12-pound can	Case, 6	30	3,030	2,880
Beef, corned	2-pound can	Case, 24	42	3,024	2,016
Hash, corned-beef	do	do	40	3,000	1,920
Flour	Sack	Sack, 1	30	3,030	2,667
Hard bread	25-pound can	Case, 2	33	2,145	1,650
Beans	Sack	Sack, 1	30	3,030	20,000
Rice	do	do	30	3,030	30,000
Potatoes	do	do	30	3,030	3,000
Onions	do	do	30	3,030	3,000
Tomatoes	Small can	Case, 24	38	3,000	1,824
Jam	No. 2 can	do	50	2,950	21,600
Coffee	25-pound can	Case, 2	35	2,975	25,000
Sugar	Sack	Sack, 1	30	3,030	15,000
Milk, evaporated	Family can	Case, 48	55	2,959	63,360
Vinegar		½ barrel	12	2,940	62,400
Pickles		10-gallon keg	31	2,976	62,000
Salt	Sack	Sack, 1	30	3,030	75,000
Pepper	No. ¼ can	Case, 100	65	2,990	650,000

NOTE.—The wagon will carry under average conditions 675 complete field rations, including fresh vegetables, or 1,000 haversack rations.

328.

ARTICLES FOR SALE.

GENERAL ORDERS, No. 172. WAR DEPARTMENT, *Washington, August 11, 1909.*

1. General Orders, No. 54, War Department, April 11, 1908, is rescinded.

2. The following list of subsistence stores, authorized to be kept for sale to officers and enlisted men under the provisions of paragraph 1204, Army Regulations, is published for the information of all concerned:

(*a*) RATION ARTICLES.

Articles.	Units.	Articles.	Units.
Beef, fresh	Pound.	Rice	Pound.
Mutton, fresh	Do.	Hominy, coarse	Do.
Bacon, in crates	Do.	Hominy, fine	No. 2 carton.
Bacon, 12-pound cans	Do.	Hominy, fine, in cans	Pound.
Bacon, ¾-pound cans	Do.	Potatoes, fresh	Do.
* Pork, salt	Do.	Potatoes, canned	30-oz. can.
* Beef, salt	Do.	Onions, fresh	Pound.
Beef, corned	2-pound can.	Tomatoes	Small can.
Beef, fresh, roast	Do.	Do	No. 10 can.
Hash, corned beef	Do.	Prunes	Pound.
Fish, dried, cod	Pound.	Apples, evaporated	Do.
Fish, pickled, mackerel	Do.	Peaches, evaporated	Do.
Fish, canned, salmon	No. 1 can.	Jam, blackberry	No. 2 can.
Flour, issue	Pound.	Coffee, issue, roasted and ground	Pound.
Hard bread	Do.	Coffee, issue, roasted	Do.
Corn meal, white	Do.	Coffee, issue, green	Do.
Corn meal, yellow	Do.	Tea, black, English breakfast	Do.
Baking powder	No. ½ can.	Tea, black, Oolong	Do.
Yeast, dried	Pound.	Tea, green, gunpowder	Do.
Yeast, compressed	Do.	Tea, green, Japan	Do.
Beans	Do.	Tea, green, Young Hyson	Do.
Beans, baked	No. 1 can.	Sugar, granulated	Do.
Do	No. 3 can.	Milk, evaporated	Family can.

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(*a*) RATION ARTICLES—Continued.

Articles.	Units.	Articles.	Units.
Milk, evaporated	Hotel can.	Lard, issue, in cans	Pound.
Do	Pint can.	Lard, issue, in pails	No. 5 pail.
Do	Gallon can.	Lard, issue, in kegs	Pound.
Vinegar	Gallon.	Butter, issue	Do.
Pickles, cucumber	Do.	Oleomargarine	Do.
Salt, issue	Pound.	Sirup, issue	Gallon.
Pepper, black	No. ½ can.	Flavoring extract, lemon	2-oz. bottle.
Cinnamon	Do.	Do	8-oz. bottle.
Cloves	Do.	Flavoring extract, vanilla	2-oz. bottle.
Ginger	Do.	Do	8-oz. bottle.
Nutmegs	Pound.	Emergency rations	Number.

(*b*) ISSUE ARTICLES OTHER THAN RATION ARTICLES.

Soap, issue	Cake.	Paper, toilet	Package.
Do	Pound.	Do	Roll.
Candles	Do.	Salt, rock	Pound.
Candles, lanterns	Do.	Towels, huckaback	Number.
Matches, safety	Box.		

(*c*) OTHER THAN ISSUE ARTICLES.

*Almonds	Pound.	Cigars	⅒ box.
*Ammonia	Bottle.	*Citron	Pound.
Apple butter	Can.	Clam juice	Can.
Apples	Small can.	Clotheslines	Foot.
Do	No. 10 can.	Clothespins	Number.
Apricots	Can.	Cocoa, breakfast	Can.
Asparagus	Do.	Coffee, green, Arabian	Pound.
Bacon, breakfast	Pound.	Coffee, green, Sumatra	Do.
Do	No. 1 can.	Coffee, roasted, Arabian	2-lb. can.
Do	5-lb. can.	Coffee, roasted, Sumatra	Do.
Basins, hand	Number.	Coffee, roasted, and ground	Do.
*Beans, lima	Can.	Combs, medium	Number.
Beans, stringless	Do.	Combs, pocket	Do.
Beef, extract	Jar.	Corn, sweet	Can.
Beef, sliced	Can.	Crabs, deviled	Do.
Blanco, khaki	Box.	Crackers, ginger	Carton.
Blanco, white	Do.	Do	Can.
Bluing, ball	Do.	Crackers, graham	Carton.
Bluing, powdered	Do.	Do	Can.
Borax	Carton.	Crackers, soda	Carton.
Brooms, whisk	Number.	Do	Can.
§Brushes, button	Do.	Crackers, water	Carton.
§Brushes, gun	Do.	Do	Can.
Brushes, hair	Do.	Currants	Do.
Brushes, nail	Do.	*Eggs, desiccated	Do.
Brushes, shaving	Do.	Electro-silicon	Box.
Brushes, shoe	Do.	Envelopes, letter	Number.
Brushes, tooth	Do.	Farina	Package.
Butter, sales, in bulk	Pound.	Do	Can.
Butter, sales, prints	Do.	*Flour, buckwheat	Pound.
Butter, sales	2-lb. jar.	Flour, family	Do.
Do	No. 3 can.	*Flour, graham	Do.
Do	No. 1 can.	Gelatin	Packet.
Buttons, bone, large	Number.	Ginger ale	Bottle.
Buttons, bone, small	Do.	Ham, deviled	Can.
Buttons, collar	Do.	Ham, dry cured	Pound.
§Button sticks	Do.	Ham, sugar cured	Do.
Cabbage	Can.	Handkerchiefs, linen	Number.
Candy, chocolate	Can or carton.	*Herring	Jar or can.
Candy, lemon drops	Do.	Hominy, lye	Can.
Candy, stick	Do.	Hops	Package.
Can openers	Number.	*Horse-radish	Bottle.
*Cards, playing	Pack.	Housewife	Number.
Chamois skins	Number.	Ink, black	Bottle.
Cheese, Edam	Do.	Ink, indelible	Do.
Cheese, full cream	Pound.	Jam, assorted	Can.
Do	No. 1 can.	Jelly, currant	Do.
Cherries	Can.	*Knives, pocket	Number.
*Chicken, boneless	Do.	Lard, sales	5-lb. can.
Chocolate, plain	Package.	Do	No. 5 pail.
Chocolate, vanilla	Package.	Listerine	Bottle.
*Cigarette papers	Book.	Lobster	Can.
Cigars	⅒ box.	Lye	Do.
Do	⅕ box.	Macaroni	Package.

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(c) OTHER THAN ISSUE ARTICLES—Continued.

Articles.	Units.	Articles.	Units.
Metal polish, paste	Can.	Salt, table	Bag.
Metal polish, powder	Box.	Do	Box.
Milk, condensed, sweetened	Can.	Do	Bottle.
†Milk, condensed, unsweetened	Do.	Sardines	Can.
Milk, malted	Bottle.	*Sauce, chili	Bottle.
*Mince-meat	Can or crock.	Sauce, cranberry	Can.
*Mirrors	Number.	Sauce, tomato catsup	Bottle.
Molasses	Gallon.	Sauce, Worcestershire	Do.
Mugs, shaving	Number.	Sausage, pork	Can.
Mushrooms	Can.	Sausage, Vienna style	Do.
Mustard, ground	Do.	Shoestrings, linen, black, long	Pair.
Mustard, prepared	Bottle.	Shoestrings, linen, black, short	Do.
Needles	Paper.	Shoestrings, linen, tan, long	Do.
Oatmeal, in bulk	Pound.	Shoestrings, linen, tan, short	Do.
Oatmeal, in cans	Can.	Shrimp	Can.
Oatmeal, in cartons	Carton.	Sirup, maple	Do.
*Oilcloth	Yard.	Soap, laundry	Cake.
Oil, olive	Bottle.	Soap, scouring	Do.
Do	Can.	Soap, shaving	Do.
Olives	Pint bottle.	Soap, toilet, glycerine	Do.
Do	Quart bottle.	Soap, toilet, oatmeal	Do.
Oysters	No. 1 can.	Soap, toilet, standard brand	Do.
Do	No. 2 can.	Soup, beef	Can.
Paper, letter	Quire.	Soup, chicken	Do.
Peaches	Can.	Soup, clam chowder	Do.
Pears	Do.	Soup, mock turtle	Do.
Peas, green	Do.	Soup, ox tail	Do.
Pencils, lead	Number.	Spinach	Can.
Penholders	Do.	Squash	Do.
Pens, steel, coarse	Do.	Starch, corn	Package.
Pens, steel, fine	Do.	Starch, laundry	Do.
Pens, steel, stub	Do.	Sugar, cut loaf	Pound.
Pepper, cayenne	Bottle.	Sugar, powdered	Do.
Pepper, chili colorado	Can.	Tablets, letter	Number.
Pickles, chowchow	Pint jar.	Talcum powder	Can.
Do	Quart jar.	Tapioca	Package.
Pickles, gherkins	Pint jar.	Do	Can.
Do	Quart jar.	Thread, cotton, black	Spool.
Pickles, mixed	Pint jar.	Thread, cotton, khaki	Do.
Do	Quart jar.	Thread, cotton, white	Do.
Pineapples	Can.	Thread, linen, black	Do.
Pins	Pyramid.	Thread, linen, white	Do.
Pipes	Number.	Thread, silk, black	Do.
Plum pudding	Can.	Tobacco, chewing	Pound.
Polish, shoe, black, combination	Carton.	Tobacco, smoking	1-oz. bag.
Polish, shoe, black, paste	Box.	Do	Package.
Polish, shoe, russet, combination	Carton.	Toilet water	Bottle.
Polish, shoe, russet, paste	Box.	Tongue, beef	Can.
Potatoes, sweet	Can.	Tooth powder	Do.
*Preserves, cherry	Can or jar.	Tooth wash	Bottle.
Preserves, damson	Do.	Towels, bath	Number.
*Preserves, orange	Do.	Toweling	Yard.
*Preserves, quince	Do.	§Tripoli powder	Package.
Preserves, raspberry	Can.	*Turkey, boneless	Can.
Preserves, strawberry	Do.	*Turnips	Do.
Pumpkin	Do.	*Walnuts	Pound.
Raisins	Can or box.	Water, effervescent	Pint bottle.
Razors	Number.	Do	½-pint bottle.
Razor strops	Do.	Wheat, rolled	Can.
Recruit toilet kits	Do.	Witch-hazel	Can or bottle.
*Sago	Pound.		

*In Alaska only. † In the Philippine Islands only. § At recruiting depots only.

[1357573 A—A. G. O.]

By order of the Secretary of War:

W. W. WOTHERSPOON,
Brigadier-General, Acting Chief of Staff.

Official:

HENRY P. McCAIN,
Adjutant-General.

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329.

INSTRUCTIONS FOR THE GUIDANCE OF PURCHASING OFFICERS.

GENERAL ORDERS, No. 167. WAR DEPARTMENT, *Washington, October 10, 1905.*

The following is published to the army for the information and guidance of all concerned:

Orders:] WAR DEPARTMENT, *Washington, October 6, 1905.*

With a view to a thorough enforcement of the laws which require that all supplies for the army shall be purchased "where the same can be purchased the cheapest, quality and cost of transportation and the interests of the Government considered," and that "such contracts shall be made with the lowest responsible bidders," the following instructions are published for the information and guidance of officers charged with the procurement of supplies for the several branches of the military establishment, and strict compliance therewith is enjoined, viz:

1. Advertisements for supplies should contain the instruction to bidders, who are not manufacturers of the goods called for, to submit the name of the manufacturer from whom such goods are to be obtained, unless it be manifestly impracticable to furnish this information.

2. Lack of commercial standing on the part of the bidder or inadequate facilities or plant on the part of the manufacturer will constitute good and sufficient grounds for the rejection of bids. Abnormally low bids should be subjected to the strictest scrutiny and comparison with prevailing market rates.

3. All bids received from contractors who have failed unjustifiably to fill former contracts with the Government shall be rejected.

4. Careful investigation will be made of the financial status of individual bondsmen offering themselves as sureties on contractor's bonds, and no bonds of individuals will be accepted until it is conclusively shown to the satisfaction of the contracting officer that such bonds afford ample security to the United States for the fulfillment of the undertaking in question.

5. Contracts once executed will be strictly construed and no variation from standards or specifications will be permitted or authorized. If it be demonstrated that contract requirements are unreasonable, or that the prescribed tests are not practical, or that for any reason the stipulations can not be rigidly applied or enforced, such contract must not be modified, but may be annulled with the approval of the Secretary of War, if for the best interests of the Government; and after again inviting competition from bidders, who are fully informed of the changed requirements, a new award and contract can be entered into. To sanction variations or to relax stringency in any particular of an existing contract is irregular, and is likely to give the contractor an advantage which is unfair to competitors whose proposals were based on the expectation of being held to the strictest observance of the published requirements.

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6. Raw material used by manufacturers in furnishing finished products will be as frequently inspected as the interests of the Government may require by inspectors especially qualified for such work, subject to frequent personal supervision by a commissioned officer.

7. All supplies furnished under contract or otherwise will be subjected, whenever practicable, to the personal inspection of a commissioned officer at the time of delivery; otherwise such inspections will be made by civilian inspectors under his personal supervision, subject to test and verification at irregular intervals and at unexpected times by such officer.

8. Commissioned officers charged with such inspections and with the supervision of civilian inspectors must qualify themselves by study, observation, and practice for such supervision as shall effectively protect the Government interests.

WM. H. TAFT,
Secretary of War.

By order of the Acting Secretary of War:
J. C. BATES,
Major-General, Acting Chief of Staff.

330.

ADVERTISEMENT AND PROPOSAL FOR SUBSISTENCE STORES.

ADVERTISEMENT.

Office.....

Date.....

Sealed proposals in duplicate for furnishing and delivering on or before ....., 19...., subsistence stores as below, in accordance with specifications and conditions set forth in Circular No. ...., War Department, Office of the Commissary-General, Washington, D. C., ..., 19...., will be received at this office until .... o'clock, ..., 19...., and then opened.

.....

..... *Commissary.*

PROPOSAL.

Place of business .....

Date .....

The ..... Commissary, U. S. Army.

.....

.....

SIR: The undersigned propose and agree to furnish subsistence stores as below in accordance with the above advertisement:

Signature .....

By .....

(State capacity.)

Quantities required.	Units.	Articles.	Serial No. — Cir. —, O. C. G.	Entries in these columns to be made by bidder.		
				Cents per unit.	Marks on samples.	Remarks.

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331.

SPECIFICATIONS AND CONDITIONS FOR SUBSISTENCE STORES, U. S. ARMY, APRIL, 1910.

WAR DEPARTMENT,
OFFICE OF THE COMMISSARY-GENERAL,
CIRCULAR NO. 6. *Washington, April 21, 1910.*

Circular No. 4, War Department, Office of the Commissary- General, Washington, March 27, 1908, is hereby revoked.

The following standard specifications and conditions will hereafter govern in the purchase of subsistence stores, except where it is shown that the interests of the Government demand different or additional specifications and conditions.

Advertisements for proposals by circular or otherwise will not ordinarily include specifications and conditions, but, in lieu thereof, a reference to the specifications and conditions prescribed in this circular and its amendments, if any.

A copy of this circular will not be filed with vouchers, but reference will be made thereto.

HENRY G. SHARPE,
Commissary-General.

[Form No. 32, O. C. G. (206974), authorized March 17, 1908.]

SPECIFICATIONS.

RATION ARTICLES.

1. BEEF, fresh: To be good in quality and condition, fit for immediate use, and equal numbers of fore and hind quarters to be delivered, including all the best cuts; no carcass to weigh less than 500 pounds when trimmed; necks to be cut off perpendicularly to the line of the vertebræ, leaving but three cervical vertebræ on the carcass; the shanks of fore quarters to be cut off at the knee joint and of hind quarters at the hock joint (commercial cut), and, to compensate for the shank bone thus allowed to remain, 2½ pounds will be deducted from the weight of each fore quarter and 3½ pounds from each hind quarter; difference in weight between fore and hind quarters not to exceed 25 pounds per carcass (one rib to be left on each hind quarter). Necks, kidney fat, beef from bulls and stags, and from females (except from spayed heifers) will be excluded from delivery.

2. BEEF, fresh, frozen: Same as beef, fresh (1), each quarter of frozen fresh beef to be sewed up in strong unsized muslin and wrapped in burlap. The beef must be from recently slaughtered animals and be frozen solid before delivery. The latter will be determined by sawing through the thickest part, and if the meat is not frozen solid the quarters will be rejected.

3. MUTTON, fresh: To be of a good, fat, and marketable quality, from wethers over one and under three years old; the carcasses to be trimmed with the heads cut off at the first vertebral joint, the shanks of fore quarters at the knee joint, and of hind quarters at the hock joint; the average weight of the dressed carcass of mutton to be about 50 pounds.

4. MUTTON, fresh, frozen: Same as mutton, fresh (3), each carcass of frozen fresh mutton to be sewed up in strong unsized muslin and wrapped in burlap. The mutton must be from recently slaughtered animals and be frozen solid before delivery. The latter will be determined by sawing through the thickest part, and if the meat is not frozen solid the carcass will be rejected.

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5. BACON, issue: No belly to weigh less than 10 nor more than 20 pounds when laid down green; dry cure; square cut; well trimmed; seedless; from prime hogs; sweet and sound; a good streak of lean in each piece; not more than 3 inches thick at shoulder end; well cured; allowed to dry out while hanging for at least one day before being subjected to smoke, then thoroughly smoked in dry smoke from hickory or rock maple wood, preferably hickory wood (not from sawdust), for at least eight days, and after being smoked to hang until cool before being packed.

The meat to be acceptable must be laid down and cured with a mixture of dry salt 90 per cent, dry sugar 8½ per cent, and saltpetre 1½ per cent, and be in process of cure for twenty days, or such additional time as may be necessary to thoroughly cure it, during which time it must be overhauled and re-covered with the mixture once (about the seventh day). While in cure it must be piled in rectangular piles not to exceed 4½ feet high, with alleyways around the piles wide enough to permit inspection, and piles raised off the floor to admit of perfect drainage. After being cured the meat, before being hung, to be freed from all loose salt by a thorough brushing with a dry brush. Bacon must be dry and free from all loose salt when packed. No soaking, dipping, or washing will be permitted.

Each piece must be wrapped in two sheets of paraffin paper with one piece of heavy absorbent paper between, the inside sheet to be wrapped first about the piece and then the other two together to be wrapped about it, and tied; the bacon to be packed in crates containing about 100 pounds net each. The meat to be subject to inspection, in addition to that prescribed pursuant to law by the Secretary of Agriculture, at the time it is laid down green, and at any time thereafter until final acceptance by the purchasing officer. To the end that the purchasing officer may know when to make certain inspections the contractors shall advise him one day beforehand as to the following:

(1) Date when the meat will be put in cure.
(2) Date of overhauling.
(3) Date when the meat will be placed in smoke.
(4) Date when the meat will be removed from smoke.
(5) Date of packing.

6. BACON, issue: Same as (5) except as to method of wrapping, which shall be as follows:

Each piece to be wrapped in paper the same as in (5) then to be closely covered with good quality sheeting (not more than 4 yards to the pound) the sheeting to be sewed.

7. BACON, issue, 12-pound cans: Same as (5) except as to the packing, which shall be as follows:

To be put up in key-opening rectangular cans (vacuum process), no paper labels, about 12 inches high, 7⅞ inches wide, and 5 inches thick, containing 12 pounds net weight each, in cases of 6 cans each; the cans to be thoroughly washed and cleaned before being packed; two or at most three pieces of bacon of about equal weight—no scraps—to be put in each can; horizontal incisions, cutting between the face of bacon and skin, shall not be permitted. The contents of each can shall be wrapped in paraffin paper. The name and location of packer, month and year of packing, net weight, and in lieu of trade label (Authority Secretary of Agriculture), the true name of product, number of establishment, and "U. S. Inspd. & Psd." shall be stamped into the cap, or on the bottom of each can, thus:

Brown & Co.,
Chicago
4–10
12-lbs. net Bacon
237
U. S. Inspd. & Psd.

The bacon after being packed shall be subject to inspection in the can at the rate of one can in each tenth case.

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8. BACON, issue, ¾-pound cans: Same as "Bacon, 12-pound cans," (7), except as follows:

To be sliced and put up in flat, rectangular, key-opening cans (vacuum process) containing ¾ pound net each, 48 cans to case.

9. PORK, salt: Clear back pork, new, 50 to 60 to barrel. (Alaska.)

10. BEEF, salt: Mess, extra, in barrels. (Alaska.)

11. BEEF, corned: To be machine-packed, in 2-pound net key-opening cans, 24 to case. The meat to be brisket, chuck, and plate (no flank) pieces in equal proportions; cut from young cattle in good condition; well trimmed; skinny and connective tissues removed; free from blood clots, gristle, bone, and excessive fat; all soft fat removed. Cans shall contain not more than one ounce of clear jelly made from soup stock and soup bones and when opened for inspection must not show excessive liquor; the cans to be thoroughly washed and cleaned before being packed, and to be stamped as in (7).

The meat must be cut and cured after the date of award, and shall be subject to inspection, in addition to that prescribed pursuant to law, on the carcass and at any time thereafter until finally accepted by the purchasing officer. After being packed the product shall be subject to inspection in the can at the rate of one can in each tenth case.

12. BEEF, fresh, roast: To be machine-packed in 2-pound net key-opening cans, 24 to case; each can to have not more than ½ ounce of salt and 1 ounce of clear jelly made from soup stock and soup bones. The meat shall be subject to inspection on the carcass and at any time thereafter until finally accepted by the purchasing officer, the other conditions under (11) to be complied with.

13. HASH, corned beef: To be packed in 2-pound net key-opening cans, 24 to case; the hash to consist of 50 per cent vegetables (potatoes and onions) and 50 per cent corned beef, suitably prepared and seasoned with pepper and salt; the vegetables shall be subject to inspection before being cut up, and the beef when taken from the vats; the other conditions under (11) to be complied with.

14. FISH, dried, cod: Boneless, summer-cured, in 5-pound boxes, in cases.

15. FISH, dried, cod: Boneless, summer-cured, in 2-pound bricks, in cases.

16. FISH, dried, cod: Boneless, summer-cured, in 1-pound bricks, in cases.

17. FISH, dried, cod: Middles, 40-pound net cans, lined with paraffin paper; cans to have extra protected corners, in cases.

18. FISH, pickled, mackerel: About two pounds each, fat, messed, in 10-pound kits or pails.

19. FISH, pickled, mackerel: About two pounds each, fat, messed, in 5-pound net cans, 6 to case.

20. FISH, canned, salmon: Red Alaskan, Puget Sound, or Columbia River; No. 1 cans, 48 to case.

21. CHICKEN, fresh: Roasters, young and fat, dry picked, undrawn, feet, head, and wings not removed; weighing from 36 to 42 pounds per dozen. Packed in cases or barrels as required. (Authorized on national holidays only.)

22. CHICKEN, fresh: Same as (21), frozen solid. (Authorized on national holidays only.)

23. TURKEY, fresh: Young, fat toms or hens, dry picked, undrawn, feet, head, and wings not removed; weighing from 10 to 20 pounds each. Packed in cases or barrels as required. (Authorized on national holidays only.)

24. TURKEY, fresh: Same as (23), frozen solid. (Authorized on national holidays only.)

25. FLOUR, issue: Made from good, sound wheat, free from smut; must be strong, high ground, well dressed, and of the best quality. Proposals must state brand, name of manufacturer, and location of mill. To be packed in 196-pound net new barrels; 10-pound sample required.

26. FLOUR, issue: Same as (25), packed in double sacks, 98 pounds net.

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27. FLOUR, issue: Same as (25), packed, in trade sacks, 98 pounds net.

28. FLOUR, issue: Same as (25), packed in 50-pound net cans; IC tin; each can boxed.

29. HARD BREAD: Square crackers, made from flour mixed with water only, and one sheet good quality paper between layers, in 25-pound net cans, 2 to case.

30. HARD BREAD: Same as (29), in paper-lined boxes, 50 pounds net.

31. HARD BREAD: ½-pound net packages, square crackers, made from flour mixed with water only, wrapped in strong paraffin paper in cartons treated on interior with paraffin; each carton in outer wrapper of strong slate-colored paper securely sealed; 50 to 100 cartons to case.

32. HARD BREAD: Same as (29) except that 3 pounds of sugar shall be used with every 100 pounds of flour.

33. HARD BREAD: Same as (30) except that 3 pounds of sugar shall be used with every 100 pounds of flour.

34. HARD BREAD: Same as (31) except that 3 pounds of sugar shall be used with every 100 pounds of flour.

35. CORN MEAL, white: Granulated, kiln-dried, in double sacks, 100 pounds net.

36. CORN MEAL, yellow: Same as (35).

37. CORN MEAL, yellow: Granulated, kiln-dried, compressed, in 5-pound net cans, 12 to case.

38. BAKING POWDER: To yield not less than 12 per cent of carbonic-acid gas; bids to state ingredients; packed in No. ½ cans, 24 to case.

39. YEAST, dried: 5-ounce cans, 24 to case.

40. YEAST, compressed: Wrapped in paraffin cloth or paper, in cases.

41. BEANS: White, small or medium size, in double sacks, 100 pounds net.

42. BEANS, baked: Plain, in No. 1 cans, 48 to case.

43. BEANS, baked: Plain, in No. 3 cans, 24 to case.

44. RICE: Choice, double sacks, 100 pounds net.

45. HOMINY, coarse: Double sacks, 100 pounds net.

46. HOMINY, coarse: 25-pound net cans, 2 to case.

47. HOMINY, fine: No. 2 cartons, 24 or 36 to case.

48. HOMINY, fine: 2-pound net cans, 24 to case.

49. POTATOES, fresh: To be of good varieties, fully matured, dry, free from dirt, decay, and cuts, and in all respects of good quality and in good condition; in commercial sacks.

50. POTATOES, fresh: Same as (49), in ventilated barrels.

51. POTATOES, fresh: Same as (49), in crates.

52. POTATOES, canned: To be of the best quality Irish potatoes, peeled, and packed whole or halved, without excessive water, in 30-ounce net weight cans, 24 to case. When the cans are opened the potatoes must be of good color, firm, and free from black spots, rot, or blight.

53. ONIONS, fresh: To be of good varieties, fully matured, dry, free from dirt, decay, and cuts, and in all respects of good quality and in good condition; in commercial sacks.

54. ONIONS, fresh: Same as (53), in ventilated barrels.

55. ONIONS, fresh: Same as (53), in crates.

56. TOMATOES: No. 2½ or No. 3 cans, 24 to case.

57. TOMATOES: No. 10 cans, 6 to case.

58. PRUNES: 50's to 60's in 50-pound net boxes.

59. PRUNES: 40's to 50's in 5-pound net cans, 12 to case.

60. APPLES, evaporated: Choice, 50-pound net boxes.

61. APPLES, evaporated: Choice, 5-pound net cans, 12 to case.

62. PEACHES, evaporated: Choice, unpeeled, 50-pound net boxes.

63. PEACHES, evaporated: Choice, unpeeled, 5-pound net cans, 12 to case.

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64. JAM, blackberry: No. 2 cans, 24 to case.

65. COFFEE, issue, roasted and ground: Porto Rican, Hawaiian, or Central American preferred; 25-pound net cans, 2 to case. Samples of the green, roasted, and roasted and ground coffee required. When bid is for blended coffee, sample of each kind used in the blend must be submitted in separate packages and percentage and kind of each variety noted on the samples.

66. COFFEE, issue, roasted and ground: Same as (65) in commercial drums.

67. COFFEE, issue, roasted: Not ground, otherwise same as (65).

68. COFFEE, issue, roasted: Not ground, packed in commercial drums, otherwise same as (65).

69. COFFEE, issue, green: Porto Rican, Hawaiian, or Central American preferred; in commercial sacks; sample of green and corresponding roasted coffee required.

70. TEA, black, English breakfast: 5-pound net boxes, lined with tea lead, mats, 4 boxes.

71. TEA, black, English breakfast: 10 or 12 pound caddies, cased.

72. TEA, black, English breakfast: 1-pound net cans, 40 to case.

73. TEA, black, Oolong: 5-pound net boxes, lined with tea lead, mats 4 boxes.

74. TEA, black, Oolong: 10 or 12 pound caddies, cased.

75. TEA, black, Oolong: 1-pound net cans, 40 to case.

76. TEA, green, gunpowder: 5-pound net boxes, lined with tea lead, mats 4 boxes.

77. TEA, green, gunpowder: 17-pound caddies, cased.

78. TEA, green, Japan: 5-pound net boxes, lined with tea lead, mats 4 boxes.

79. TEA, green, young hyson: 5-pound net boxes, lined with tea lead, mats 4 boxes.

80. TEA, green, young hyson: 15 or 17 pound caddies, cased.

81. TEA, green, young hyson: 1-pound net cans, 40 to case.

82. SUGAR, granulated: Fine, in 100-pound net double sacks.

83. SUGAR, granulated: Fine, in trade barrels.

84. MILK, evaporated: Unsweetened, family size cans, about 12 ounces net each, 48 to case.

85. MILK, evaporated: Unsweetened, pint cans, 48 to case.

86. MILK, evaporated: Unsweetened, hotel size cans, about 32 ounces net each, 24 to case.

87. MILK, evaporated: Unsweetened, gallon cans, 6 to case.

88. VINEGAR: To contain from 4½ to 5 per cent of acetic acid, in half barrels with iron hoops, barrels painted red, bungs tin-capped.

89. VINEGAR: Same as (88) 10-gallon kegs.

90. PICKLES, cucumber: Plain, uniform in size, 600 in 15-gallon, new strong half barrels, painted green, with iron hoops, bungs tin-capped.

91. PICKLES, cucumber: Same as (90), 10-gallon kegs.

92. SALT, issue: Fine grain, clean, dry, double sacks of 100 pounds net.

93. SALT, issue: Same as (92), cotton sacks of 50 pounds net, each sack wrapped in paraffin and brown paper and boxed.

94. SALT, issue: Same as (92), barrels of 280 pounds net.

95. PEPPER, black: Best, fine ground, No. ¼ dredge cans, 100 to case.

96. PEPPER, black: Same as (95), cans wrapped in and cases lined with paraffin paper.

97. CINNAMON: Best, fine ground, No. ¼ dredge cans, 24 to case.

98. CINNAMON: Best, fine ground, No. ¼ dredge cans, each can wrapped in paraffin paper; 24 cans to light box, 4 boxes to case.

99. CLOVES: Best, fine ground, No. ¼ dredge cans, 24 to case.

100. CLOVES: Best, fine ground, No. ¼ dredge cans, each can wrapped in paraffin paper; 24 cans to light box, 4 boxes to case.

101. GINGER: Best, fine ground, No. ¼ dredge cans, 24 to case.

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102. GINGER: Best, fine ground, No. ¼ dredge cans, each can wrapped in paraffin paper; 24 cans to light box, 4 boxes to case.

103. NUTMEG: Whole, 65 to 70 to the pound, in boxes as required.

104. NUTMEG: Whole, 65 to 70 to the pound, 10-pound paper-lined cans, cased as required.

105. LARD, issue: Pure, steam rendered, with 3 to 5 per cent of clean, sweet lard stearin added; 5-pound net cans, 12 to case.

106. LARD, issue: Same as (105), in 20-pound net cans, 2 to case.

107. LARD, issue: Pure, steam rendered, in No. 5 commercial pails, 12 to case.

108. LARD, issue: Pure, steam rendered, in 50-pound net weight kegs.

109. BUTTER, issue: Good quality, in commercial tubs.

110. BUTTER, issue: Good quality, in 3-pound net weight cans, 24 to case.

111. OLEOMARGARINE: Best, uncolored; in new 50-pound net weight kegs, with iron hoops.

112. OLEOMARGARINE: Best, uncolored; in commercial tubs or boxes.

113. SIRUP, issue: Sugar-cane, sorghum, or sugar sirup, or a blend of same, with or without glucose. Bids to state ingredients. Half barrels.

114. SIRUP, issue: Same as (113), in 1-gallon cans, 6 to case.

115. FLAVORING EXTRACT, lemon: 2-ounce bottles, 24 to case.

116. FLAVORING EXTRACT, lemon: 8-ounce bottles, 24 to case.

117. FLAVORING EXTRACT, vanilla: Same as (115).

118. FLAVORING EXTRACT, vanilla: Same as (116).

119. EMERGENCY RATION: To be prepared under special instructions given by the Commissary-General.

ISSUE ARTICLES OTHER THAN RATION ARTICLES.

120. SOAP, issue: Hard and dry, 1-pound net weight bars, 60 pounds to box.

121. CANDLES: Stearic acid, 6's-16, 40 pounds to box.

122. CANDLES, lantern: Stearic acid, 2½x1⅛ inches, 40 pounds to box.

123. MATCHES, safety: 60's in zinc-lined cases of 720, 1,200 or 1,440 boxes.

124. MATCHES, safety: 60's in packages of 144 boxes, 5 packages to case.

125. PAPER, toilet: Flat, soft and strong, 1,000 sheets to package, 100 packages to case.

126. PAPER, toilet: Soft and strong, rolls of 1,000 sheets, cased as required.

127. SALT, rock: For animals; 50-pound net sacks, boxed.

128. SALT, rock: For animals; 100-pound net strong double sacks.

129. SALT, rock: For animals; in compressed cylinders, cases as required.

130. TOWELS, huckaback: About 21x42 inches, 12 to package, cased as required.

131. ICE: Sound, clear, and wholesome.

132. ICE: Sound, clear, and wholesome, sacked and packed in sawdust.

133. BEESWAX: 1-ounce cakes, in cartons. (Authorized only for issue to military convicts.)

134. HANDKERCHIEFS, cotton: Blue colored, packages, cased as required. (Authorized only for issue to military convicts.)

135. SCISSORS: Barber's. (Authorized only for issue to military convicts.)

SALES ARTICLES.

NOTE.—Except when otherwise indicated, articles are authorized for sales at all stations.

136. ALMONDS: Sacks, boxed. (Authorized for Alaska only.)

137. AMMONIA: Household; quarts, rubber-stopper bottles. (Authorized for Alaska only.)

138. APPLE BUTTER: No. 2 cans, 24 to case.

139. APPLES: No. 2½ or No. 3 cans, 24 to case.

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140. APPLES: No. 10 cans, 6 or 12 to case.

141. APRICOTS: No. 2½ or No. 3 cans, 24 to case.

142. ASPARAGUS: No. 2½ cans, 24 to case.

143. BACON, breakfast: Commercial, sugar-cured, choicest; no piece to weigh less than 5 nor more than 7 pounds, packed in commercial boxes as required.

144. BACON, breakfast: Sliced, commercial, sugar-cured; in No. 1 key-opening cans, 24 to case.

145. BACON, breakfast: Same as bacon, issue, 12-pound cans (7) except that bellies must be 10-lb. average when laid down green, not more than 2½ inches thick at shoulder end, to be smoked for at least six days, the minimum time in cure to be fifteen days, and cans to be 5 pounds net each, 12 to case.

146. BASINS, hand: Agate, 12-inch, each basin wrapped in heavy paper, 50 to box.

147. BEANS, Lima: No. 2 cans, 24 to case. (Authorized for Alaska only.)

148. BEANS, stringless: No. 2 cans, 24 to case.

149. BEEF EXTRACT: 4-ounce jar, 12 to case.

150. BEEF, sliced: No. 1 key-opening cans, 24 or 48 to case.

151. BLUING, ball: 2-ounce boxes, cased as required.

152. BLUING, powdered: 2-ounce boxes, cased as required.

153. BORAX: No. 1 sealed cartons, 24 or 48 to case.

154. BROOMS, whisk: Medium, 6 or 12 to package, cased as required.

155. BRUSHES, button: Packages, cased as required. (Authorized only for sales at recruiting depots.)

156. BRUSHES, gun: Badger hair preferred, packed 6 or 12 to package, cased as required. (Authorized only for sales at recruiting depots.)

157. BRUSHES, hair: Medium size, not less than 11-row, pure bristle, solid back, packed as required.

158. BRUSHES, nail: Pure bristle, cartons, cased as required.

159. BRUSHES, shaving: Medium size, cartons, cased as required.

160. BRUSHES, shoe: Polishers, without daubers, 6 to package, cased as required.

161. BRUSHES, tooth: Assorted, cartons, cased as required.

162. BUTTER, sales: Best, freshly made, tubs.

163. BUTTER, sales: Best, freshly made, 1 or 2 pound prints or squares, boxed.

164. BUTTER, sales: Best, freshly made, packed in ice containers, 56 pounds each.

165. BUTTER, sales: Best, freshly made, 2-pound jars.

166. BUTTER, sales: Best, No. 3 cans, cased as required.

167. BUTTER, sales: Best, No. 1 cans, cased as required.

168. BUTTONS, bone, large.

169. BUTTONS, bone, small.

170. BUTTONS, collar: No hinge, gold-plated, celluloid back.

171. BUTTON STICKS: To be made of sound, well-seasoned maple, 13⅞ inches long, $2\frac{3}{16}$ inches wide, and ¼ inch thick. The opening for the insertion of buttons to be 1 inch in diameter, connected by an open groove, 8 inches long and $\frac{3}{16}$ inch wide, the groove beveled on one side to fit rounded inner surface of the buttons. Each end of the stick will be securely riveted to prevent splitting. Boxed as required. (Authorized only for sales at recruiting depots.)

172. CABBAGE: No. 2½ cans, 24 to case.

173. CANDY, chocolate: Mixed, each piece wrapped in tin foil; packed in 1-pound net air-tight cans, with screw tops, a piece of red tape extending over cover and overlap on sides of can, the ends covered by label so as to thoroughly seal same. Cans wrapped in high-grade parchment paper, sealed top and bottom; 24 cans to case, two cases crated and strapped, each case marked and strapped separately. The gross weight of both cases to be marked on crate. Samples of tin foil, paraffin paper, and tins must be submitted with samples of candy. Pure tin foil, not thinner than 6,000 square inches to the pound required. Cases ⅞-inch ends, ¾-inch sides, tops and bottoms, dressed outside.

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174. CANDY, chocolate: Commercial packages, cased as required.

175. CANDY, lemon drop: Made from highest-test sugar and lemon extract; to be cooked equal to a cooking of 340° F. in open kettle; each piece wrapped in heavy paraffin paper and then in tin foil, each wrapper folded separately. Other conditions same as (173).

176. CANDY, lemon drop: Commercial packages, cased as required.

177. CANDY, stick: Assorted; each piece wrapped in heavy paraffin paper and then in tin foil, each wrapper to be folded separately; other conditions same as (173).

178. CANDY, stick: Commercial packages, cased as required.

179. CAN OPENERS: Plain, cartons, in cases.

180. CARDS, playing: Packs, cartons, cased as required. (Authorized for Alaska only.)

181. CHAMOIS SKINS: First quality, about 26 by 28 inches, 30 to kip, boxed as required.

182. CHEESE, Edam: Plain, in boxes.

183. CHEESE, full cream: About 10 pounds each, in boxes.

184. CHEESE, full cream: 6 to 10 pounds net each, wrapped in parchment paper, one cheese in can, 4 cans to box.

185. CHEESE, full cream: No. 1 cans, in cases.

186. CHERRIES: No. 2½ cans, 24 to case.

187. CHICKEN, boneless: No. 1 cans, 24 to case. (Authorized for Alaska only.)

188. CHOCOLATE, plain: No. 1 packages, 12 to case.

189. CHOCOLATE, plain: No. 1 packages, in cans containing 12 packages, 4 to case.

190. CHOCOLATE, vanilla: No. ½ packages, 12 to case.

191. CHOCOLATE, vanilla: No. ½ packages, in cans containing 12 packages, 4 to case.

192. CIGARETTE PAPERS: Books, packed as required. (Authorized for Alaska only.)

193. CIGARS: 1-10 boxes, not to exceed $6 per 100, in cases.

194. CIGARS: 1-20 boxes, not to exceed $6 per 100, in cases.

195. CIGARS: 1-40 boxes, not to exceed $6 per 100, in cases.

196. CITRON: Packed as required. (Authorized for Alaska only.)

197. CLAM JUICE: No. 1 cans, 24 to case.

198. CLOTHESLINES: Cotton, about $\frac{3}{16}$ inch, 50-foot hanks, boxed or baled.

199. CLOTHESPINS: Wooden, plain, strong, 5 gross to box.

200. COCOA, breakfast: No. ½ cans, 12 to case.

201. COCOA, breakfast: No. ½ cans, 12 cans in sealed can, 8 to case.

202. COFFEE, green, Arabian: Extra, in original mats.

203. COFFEE, green, Sumatra: Extra, in original mats.

204. COFFEE, roasted, Arabian: Extra, 2 pounds to can, 24 cans to case.

205. COFFEE, roasted, Sumatra: Extra, 2 pounds to can, 24 cans to case.

206. COFFEE, roasted and ground: Extra, blend of Arabian and Sumatra preferred, 2 pounds to can, 24 cans to case. Samples of the green, roasted, and roasted and ground coffee required.

207. COMBS, medium: Rubber, cartons, cased as required.

208. COMBS, pocket: Rubber, cartons, cased as required.

209. CORN, sweet: No. 2 cans, 24 to case.

210. CRABS, deviled: No. 2 cans, 24 to case, with shells.

211. CRACKERS, ginger: No. 1 cartons, cased as required.

212. CRACKERS, ginger: No. 1 cans, cased as required.

213. CRACKERS, graham: No. 1 cartons, cased as required.

214. CRACKERS, graham: No. 1 cans, cased as required.

215. CRACKERS, soda: No. 1 cartons, cased as required.

216. CRACKERS, soda: No. 1 cans, cased as required.

217. CRACKERS, water: No. 1 cartons, cased as required.

218. CRACKERS, water: No. 1 cans, cased as required.

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219. CURRANTS: Dried, No. 1 cans, 48 to case.

220. EGGS, desiccated: No. 2 cans, 24 to case. (Authorized for Alaska only.)

221. ELECTRO SILICON: 3-ounce boxes, in cases.

222. ENVELOPES, letter: Good quality, cased as required.

223. EQUIPMENT DRESSING, khaki: In cakes, cased as required. (Formerly carried as Blanco, khaki.)

224. EQUIPMENT DRESSING, white: In cakes, cased as required. (Formerly carried as Blanco, white.)

225. FARINA: No. 1 packages, 24 to case.

226. FARINA: No. 1 cans, 24 to case.

227. FLOUR, buckwheat: Double sacks. (Authorized for Alaska only.)

228. FLOUR, family: Patent, best quality, sacks of 24½ pounds net, 4 sacks in a gunny.

229. FLOUR, family: Patent, best quality, barrels, 196 pounds net.

230. FLOUR, graham: Double sacks. (Authorized for Alaska only.)

231. GELATIN: 2-ounce packets, in cases.

232. GINGER ALE: Pint bottles, 120 to barrel.

233. HAM, deviled: No. ½ cans, 24 to case.

234. HAM, dry cure: No ham to weigh less than 12 nor more than 16 pounds when laid down green; cut two inches from aitchbone, shank cut off above the hock joint without exposing the marrow, closely faced, both cushion and flank sides cut close, but ends well rounded and cut under, making symmetrical contour; from prime hogs in good condition; sweet and sound; not too fat; well cured; allowed to dry out while hanging for at least one day before being subjected to smoke, then thoroughly smoked in dry smoke from hickory or rock-maple wood, preferably hickory (not from sawdust), for at least eight days, then to hang until cool before being packed.

The conditions for "Bacon, issue" (6), to govern, except that the minimum time in cure shall be fifty days with two overhaulings about the tenth and thirtieth days, and the piles not to exceed 3 feet in height. The hams may be pumped, at the time of laying down, with a solution of salt, saltpetre, and sugar, not more than 20 pounds of saltpetre and 5 pounds of sugar to be used with each 100 gallons of brine; not more than two stitches, with one stroke each to be used, and the increase in weight caused by such pumping to be not more than 2 per cent. Pumping under the same conditions is allowed at the first overhauling, provided the hams be smoked for nine days.

235. HAM, sugar cured: Commercial; well cured, not too fat, sweet and sound, free from body, bone and marrow sours, burnt out and bruised stock; to weigh not less than 12 nor more than 16 pounds each when cured; from prime hogs in good condition; to be closely faced, both cushion and flank sides cut close, butt ends well rounded and cut under, making symmetrical contour; thoroughly smoked in dry smoke for at least eight days; each ham to be cool and dry when packed.

Each ham to be put up in a muslin slip and then inclosed in a heavy cotton bag; the hams so clothed to be packed in hard, dry salt in air-tight hard-wood barrels, about 90 pounds of ham to each barrel. There must be sufficient salt to fill all spaces and to entirely cover the hams.

The barrels to be entirely new, substantial, and in the best possible shipping order. Each barrel must bear thereon the stamp for inspected meats provided by the Secretary of Agriculture. Each ham to be indelibly stamped with the date of packing.

A written guarantee that the hams will keep good in any climate for four months after arrival at the seaboard for over-sea shipment, or if for consumption in the United States, for four months from date of purchase, must accompany each proposal.

236. HAM, sugar cured: Commercial, choicest; no ham to weigh less than 10 nor more than 14 pounds; packed in commercial boxes as required.

237. HANDKERCHIEFS, linen: Medium, 12 to box, cased as required.

238. HERRING: Boneless, No. 1 jars or cans, cased as required. (Authorized for Alaska only.)

239. HOMINY, lye: No. 3 cans, 24 to case.

240. HOPS: Latest crop; 8-ounce packages, 60 to case.

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241. HOPS: Same as (240), in 10-pound net cans, 3 to case.
242. HORSE-RADISH: 8-ounce bottles, cased as required. (Authorized for Alaska only.)
243. HOUSEWIPE: Conforming to specifications and models on file in the purchasing office.
244. INK, black: 2-ounce bottles, cased as required.
245. INK, indelible: ½-ounce bottles, 12 bottles to carton, cased as required.
246. JAM, assorted: No. 2 cans, 24 to case.
247. JELLY, currant: No. 2 cans, 24 to case.
248. KNIVES, pocket: Cartons, cased as required. (Authorized for Alaska only.)
249. LARD, sales: Choicest, open-kettle rendered, made from leaf, back fat, and trimmings only, with 3 to 5 per cent of lard stearin added; or if made from pure leaf only, no stearin to be added; 5-pound net cans, 12 to case.
250. LARD, sales: Choicest, open-kettle rendered, No. 5 pails, 12 to case.
251. LISTERINE: 14-ounce bottles, 12 to case.
252. LOBSTER: No. 1 cans, 48 to case.
253. LYE: Concentrated, No. 1 cans, 48 to case.
254. MACARONI: No. 1 packages, in cases.
255. MACARONI: No. 1 packages, 25 to can, 2 cans to case.
256. METAL POLISH, paste: 3-ounce cans, in cases.
257. METAL POLISH, powder: 4-ounce boxes, in cases.
258. MILK, condensed, sweetened: No. 1 cans, 48 to case.
259. MILK, unsweetened: Condensed or sterilized; pints, 48 to case; quarts, 24 to case. (Authorized for Philippine Islands only.)
260. MILK, malted: No. 1 bottles, 12 or 24 to case.
261. MINCE-MEAT: No. 3 cans or crocks, 12 to case. (Authorized for Alaska only.)
262. MIRRORS: Boxed as required. (Authorized for Alaska only.)
263. MOLASSES: Quart cans, cased as required.
264. MOLASSES: Kegs.
265. MUGS, shaving: Metal.
266. MUSHROOMS: Half cans, 50 or 100 to case.
267. MUSTARD, ground: Best, fine, No. ½ cans, 12 or 24 to case.
268. MUSTARD, prepared: 8-ounce bottles, 12 or 24 to case.
269. NEEDLES: Nos. 3 to 9, papers, assorted, boxed as required.
270. OATMEAL, rolled: Barrels.
271. OATMEAL, rolled: Compressed, in 2-pound net cans, 36 to case.
272. OATMEAL, rolled: Double sacks.
273. OATMEAL, rolled: Half barrels or drums.
274. OATMEAL, rolled: No. 2 cartons, 36 to case.
275. OILCLOTH: Boxed. (Authorized for Alaska only.)
276. OIL, olive: Large bottles, 12 to case.
277. OIL, olive: Quart cans, 12 to case.
278. OLIVES: Pint bottles, 24 to case.
279. OLIVES: Quart bottles, 12 to case.
280. OYSTERS: Extra select, No. 1 cans, 48 to case.
281. OYSTERS: Extra select, No. 2 cans, 24 to case.
282. PAPER, letter: Good quality, 5-quire packages, cased as required.
283. PEACHES: No. 2½ or 3 cans, 24 to case.
284. PEARS: No. 2½ or 3 cans, 24 to case.
285. PEAS, green: American, No. 2 sieve, No. 2 cans, 24 to case.
286. PENCILS, lead: American, black, 12 to carton, cased as required.
287. PENHOLDERS: Rubber or wood, cased as required.
288. PENS, steel, coarse: Cased as required.
289. PENS, steel, fine: Cased as required.
290. PENS, steel, stub: Cased as required.

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291. PEPPER, cayenne: 2-ounce bottles, 24 to case.
292. PEPPER, chili Colorado: 8-ounce cans, cased as required.
293. PICKLES, chowchow: Pint jars, 24 to case.
294. PICKLES, chowchow: Quart jars, 12 to case.
295. PICKLES, gherkins: Pint jars, 24 to case.
296. PICKLES, gherkins: Quart jars, 12 to case.
297. PICKLES, mixed: Pint jars, 24 to case.
298. PICKLES, mixed: Quart jars, 12 to case.
299. PINEAPPLES: No. 2 cans, 24 to case.
300. PINS: Pyramids, 12 to carton, cased as required.
301. PIPES: Brierwood, straight, stem, "Bull Dog," cartons, cased as required.
302. PLUM PUDDING: No. 2 cans, 12 to case.
303. POLISH, shoe, black, combination: Cartons, cased as required.
304. POLISH, shoe, black, paste: Boxes, cased as required.
305. POLISH, shoe, russet, combination: Cartons, cased as required.
306. POLISH, shoe, russet, paste: Boxes, cased as required.
307. POTATOES, sweet: No. 2½ or No. 3 cans, 24 to case.
308. PRESERVES, cherry: No. 2 cans or glass jars, 24 to case. (Authorized for Alaska only.)
309. PRESERVES, damson: No. 2 cans or glass jars, 24 to case.
310. PRESERVES, orange: No. 2 cans or glass jars, 24 to case. (Authorized for Alaska only.)
311. PRESERVES, quince: No. 2 cans or glass jars, 24 to case. (Authorized for Alaska only.)
312. PRESERVES, raspberry: No. 1 cans, 48 to case.
313. PRESERVES, strawberry: No. 1 cans, 48 to case.
314. PUMPKIN: No. 2½ or No. 3 cans, 24 to case.
315. RAISINS: No. 2 can or carton, cased as required.
316. RAZORS: Wrapped in oiled paper and tin foil, cased as required.
317. RAZOR STROPS: Reversible, cartons, cased as required.
318. RECRUIT TOILET KITS: To consist of 1 razor (316); 1 brush, shaving (159); 1 brush, hair (157); 1 brush, tooth (161); 1 brush, shoe (160); 1 comb, medium (207); 1 box polish, shoe, black (304); 1 box polish, shoe, russet (306); 2 towels, huckaback (130); 1 cake soap, toilet (343); 1 broom, whisk (156); 1 housewife (243). The whole to be packed in strong, sealed, card-board boxes, with contents printed on the outside and on a slip of paper within; cased as required.
319. SAGO: Packed as required. (Authorized for Alaska only.)
320. SALT, table: No. 3 bags, 20 to case.
321. SALT, table: No. 2 boxes, 24 or 36 to case.
322. SALT, table: No. 2½ bottles, 12 to case.
323. SALT, table: No. 3 bags, wrapped in paraffin and brown paper, 20 bags to case.
324. SALT, table: No. 3 bags, in gunnies.
325. SARDINES: ¼ cans, 50 or 100 to case.
326. SAUCE, chili: 8-ounce bottles, cased as required. (Authorized for Alaska only.)
327. SAUCE, cranberry: No. 2 or No. 2½ cans, 24 to case.
328. SAUCE, tomato catsup: Pints, 24 or 25 to case.
329. SAUCE, Worcestershire: Small bottles, 36 to case.
330. SAUSAGE, pork: No. 2 cans, 24 to case.
331. SAUSAGE, Vienna style: No. 2 cans, 24 to case.
332. SHOESTRINGS, linen, black, long: Tubular, 52-inch, 72 pairs to carton, in cases.
333. SHOESTRINGS, linen, black, short: Tubular, 72 pairs to carton, in cases.
334. SHOESTRINGS, linen, tan, long: Same as (332).
335. SHOESTRINGS, linen, tan, short: Same as (333).
336. SHRIMP: Dry pack, No. 1½ cans, 24 to case.

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337. SIRUP, maple: ½-gallon cans, 8 or 12 to case.
338. SOAP, laundry: White floating, 6-ounce cakes, 100 to box.
339. SOAP, scouring: 10-ounce cakes, 72 to box.
340. SOAP, shaving: Cartons, in cases.
341. SOAP, toilet: Glycerine, cartons, in cases.
342. SOAP, toilet: Oatmeal, cartons, in cases.
343. SOAP, toilet: Standard brands, cartons, in cases.
344. SOUP, beef: Quart cans, 24 to case.
345. SOUP, chicken: Quart cans, 24 to case.
346. SOUP, clam chowder: Quart cans, 24 to case.
347. SOUP, mock turtle: Quart cans, 24 to case.
348. SOUP, oxtail: Quart cans, 24 to case.
349. SPINACH: No. 2½ or No. 3 cans, 24 to case.
350. SQUASH: No. 2½ or No. 3 cans, 24 to case.
351. STARCH, corn: No. 1 packages, 40 to case.
352. STARCH, corn: No. 1 packages, 40 in can, boxed.
353. STARCH, laundry: No. 1 packages, 40 to case.
354. STARCH, laundry: No. 1 packages, 40 in can, boxed.
355. SUGAR, cut loaf: Barrels.
356. SUGAR, cut loaf: Half barrels or drums.
357. SUGAR, cut loaf: 50-pound boxes, lined with heavy manila paper.
358. SUGAR, powdered: 30 or 50 pound boxes, cloth and paper lined.
359. SUGAR, powdered: Paper-lined half barrels or drums.
360. TABLETS, letter: Linen, 100 unruled sheets to tablet, in cases.
361. TALCUM POWDER: Toilet, borated and perfumed, cans, in cases.
362. TAPIOCA: Granulated, No. 1 packages, 24 to case.
363. TAPIOCA: Granulated, 1-pound net cans, cased as required.
364. THREAD, cotton, black: Nos. 36, 40, and 50, 12 to carton, cased as required.
365. THREAD, cotton, khaki: Nos. 36, 40, and 50, 12 to carton, cased as required.
366. THREAD, cotton, white: Nos. 36, 40 and 50, 12 to carton, cased as required.
367. THREAD, linen, black: Nos. 30, 35, and 40, 12 to carton, cased as required.
368. THREAD, linen, white: Nos. 30, 35, and 40, 12 to carton, cased as required.
369. THREAD, silk, black: A, B, C, and D, 100-yard spool, 12 to carton, cased as required.
370. TOBACCO, chewing: 1-pound net plugs, commercial butts.
371. TOBACCO, chewing: 16-pound net key-opening cans; plugs not wrapped in tin foil but a sheet of cardboard and one of tin foil to be placed in top and bottom of each can, 4 cans to case.
372. TOBACCO, smoking: Granulated, 1-ounce bags, 25 pounds to case.
373. TOBACCO, smoking: Granulated, 1-ounce bags, in 5-pound key-opening cans, 5 to case.
374. TOBACCO, smoking: Standard brand, packages, in commercial cases.
375. TOILET WATER: Pint bottles, 12 or 24 to case.
376. TONGUE, beef: No. 2 key-opening cans, 12 to case.
377. TOOTH POWDER: Cans, 144 to case.
378. TOOTH WASH: Bottles, in cases.
379. TOWELS, bath: Cotton, about 24 by 44 inches, 6 or 12 to package, cased as required.
380. TOWELING: Unbleached, about 20 inches wide, 40-yard bolts, cased as required.
381. TRIPOLI POWDER: 4-ounce packages, cased as required. (Authorized for recruiting depots only.)
382. TURKEY, boneless: No. 1 cans, 24 to case. (Authorized for Alaska only.)
383. TURNIPS: No. 2½ or No. 3 cans, 12 to case. (Authorized for Alaska only.)
384. WALNUTS: Sacks, boxed. (Authorized for Alaska only.)

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385. WATER, effervescent: Pint bottles, in cases.
386. WATER, effervescent: Split bottles, in cases.
387. WHEAT, rolled: No. 2 cans, 24 to case.
388. WITCH-HAZEL: Containing 15 per cent alcohol, pint bottles, 12 or 24 to case.

332.

CONDITIONS GOVERNING IN THE PURCHASE OF SUBSISTENCE STORES.

1. *Acts of Congress (the food and drugs act; meat-inspection amendment).*—Supplies purchased by the Subsistence Department are subject to interstate shipment and the attention of all bidders is invited to the requirements of "An act for preventing the manufacture, sale, or transportation of adulterated or misbranded or poisonous or deleterious foods, drugs, medicines, and liquors, and for regulating traffic therein and for other purposes" (Public No. 384), approved June 30, 1906, and the rules and regulations made, pursuant to law, by the Secretary of the Treasury, the Secretary of Agriculture, and the Secretary of Commerce and Labor for carrying out the provisions of this act; also, the Meat Inspection Amendment of "An act making appropriations for the Department of Agriculture for the fiscal year ending June thirtieth, nineteen hundred and seven" (Public No. 382), approved June 30, 1906, for the purpose of preventing the use in interstate or foreign commerce of meat and meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, and the rules and regulations prescribed, pursuant to law, by the Secretary of Agriculture as therein provided for. Attention is also invited to the "Standards of purity for food products," prescribed by the Secretary of Agriculture under authority given by the act of Congress approved March 3, 1903, and such additions, amendments, and alterations as may be made thereto by the same authority.

Copies of the acts of Congress above mentioned and the rules and regulations made pursuant thereto, and of the "Standards of purity for food products" may be obtained upon application to the Secretary of Agriculture, Washington, D. C.

No article will be purchased by the Subsistence Department which is objectionable under the above laws.

2. *Meats, government inspection of.*—Government inspected meats will be purchased whenever practicable.

3. *Address of bidder.*—The place of business and post-office address of the bidder must be stated.

4. *Alterations, erasures.*—Alterations by erasure or otherwise must be explained in the proposal over a separate signature of bidder.

5. *Appeals.*—In case supplies delivered by a contractor at a military post are rejected by the commissary of such post the contractor may appeal to the commanding officer whose decision shall be conclusive.

6. *Awards, increase or decrease of.*—The right is reserved to make awards for less amounts than advertised for, and with the consent of the bidder to whom award is made, to increase same by not to exceed 40 per cent.

7. *Beef, fresh.*—Such quantities of fresh meat as may be required by the commissary from time to time shall be delivered to him in bulk at the Subsistence storehouse or other designated place, on such days and at such hour as he may prescribe under the direction of his commanding officer.

When it is proposed to furnish fresh beef at posts at a temperature of not greater than 50° F., that fact will be clearly stated in bid.

8. *Bids and bidders.*—Bids will be publicly opened and read aloud at the time and place stated in advertisement and bidders are invited to be present.

9. *Bidder's guaranty.*—A bidder's guaranty on prescribed form, or in lieu thereof certified checks for the amount of the guaranty, must accompany proposals when so specified in the advertisement.

10. *Bids, rejection of.*—Lack of commercial standing on the part of the bidder or inadequate facilities or plant on the part of the manufacturer will constitute sufficient grounds for the rejection of bids.

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All bids received from contractors who have failed unjustifiably to fill former contracts with the Government shall be rejected.

The right is reserved to reject the whole or any part of any or all bids.

11. *Bids, withdrawals of.*—If a bidder desires to withdraw his proposal before the time fixed for opening, he may do so without prejudice to himself, by request in writing addressed to the purchasing officer. When the proposal is reached at the opening, it will be returned to the bidder or his authorized agent unread.

12. *Bonds.*—In proper cases bonds for the faithful performance of contracts may be exacted. Such bonds must be executed in accordance with the instructions printed on the blank forms furnished by the Subsistence Department. The amount of penalty will be fixed by the contracting officer and will not be less than one-tenth nor more than the full amount of the consideration of the contract. Bonds of individuals will not be accepted until it is shown to the satisfaction of the contracting officer that such bonds afford ample security to the United States.

13. *Bottles.*—Subsistence supplies in bottles to be in corrugated paper jacket and spaces filled with sawdust or rice chaff solidly packed, or otherwise so packed as to prevent shifting or breakage.

14. *Canned fruits.*—"Extras" are required in canned fruits.

15. *Conditional bids.*—No conditional bids will be considered. No bid will be considered which stipulates that a certain percentage will be deducted by seller if payment is made in a specified time, or that introduces any condition at variance with those herein.

16. *Contracts.*—Successful bidders may be required to enter into formal written contracts.

Contracts are subjected to the approval of the chief of bureau or commanding general, but purchasing officers of the Subsistence Department who are under the direct supervision of the Commissary-General may make contracts for the purchase of supplies without the approval of the Commissary-General in such specific cases as may be designated by him.

17. *Contracts strictly construed.*—Contracts or awards will be strictly construed and no variation from standards or specifications will be permitted or authorized.

18. *Criminals, labor of.*—In the performance of agreements, persons undergoing sentences of imprisonment at hard labor which have been imposed by courts of the several States, Territories, or municipalities having criminal jurisdiction, shall not be employed.

19. *Default.*—In case of failure of contractor to deliver stores as stipulated the purchasing officer is authorized to supply, by purchase in open market, or otherwise, any deficiency resulting from such failure (the stores so purchased to be as near as possible of kind and quality contracted for), and the contractor shall be charged with any excess of cost over that of furnishing at contract price.

20. *Deliveries.*—Deliveries must be equal to accepted samples or prescribed standards and the purchasing officer shall make the determination in each case.

21. *Domestic preference.*—Preference will be given articles of domestic production or manufacture over those of foreign origin, cost, including duties on the latter, and quality being equal.

22. *Flour.*—Packages containing flour must be marked showing brand name of manufacturer, location of mill, and the initials W. W., S. W., hard wheat, soft wheat, as the case may be.

23. *Gross weights.*—No package, save in exceptional cases, should weigh over 100 pounds.

24. *Inspections.*—Supplies, including packages offered for acceptance, shall be subject to such inspection as deemed necessary by the purchasing officer, and whenever, in his opinion, the same are not of the kind or quality stipulated for, they shall be rejected. Cans opened for inspection on delivery must be replaced by the seller.

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All supplies furnished under contract or otherwise will be subjected, whenever practicable, to the personal inspection of a commissioned officer at the time of delivery; otherwise such inspection will be made by civilian inspectors under his personal supervision, subject to test and verification at irregular intervals and at unexpected times by such officer.

25. *Itemized bills.*—Itemized bills, in duplicate, for articles accepted under an award, stating number of packages, gross and net weights, and the price, will be promptly rendered.

26. *Labels.*—Trade labels must conform to the requirements of the meat inspection law and pure food law, and authoritative interpretations and rulings thereunder.

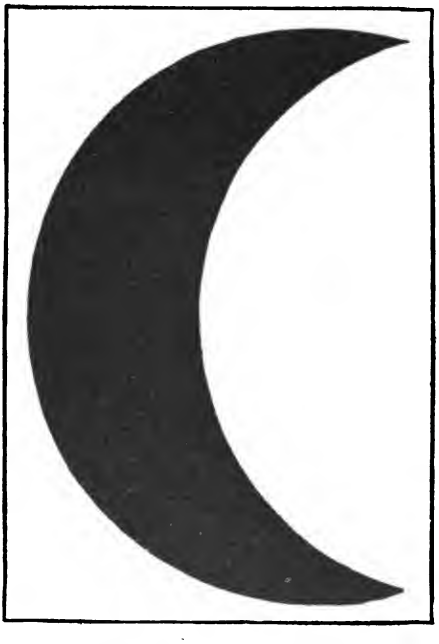
27. *Lacquer.*—In every instance where in the advertisement for canned goods the name of the articles is followed by the abbreviation "lacq.," as "Peaches, lacq.," the cans must be thoroughly lacquered.

28. *Marks on packages.*—All shipping packages furnished the Subsistence Department must be marked as follows:

Name of seller,
Place of business of seller,
Month and year of delivery,
U. S. Subs. Dept.,
Initials of Purchasing Officer,
Name of article, with measure or number of contents, as the case may be.
Gross ———, Tare ———, Net weight ———.

If purchase is not by weight, the marking of tare and net weight shall be omitted.

There will also be stenciled in red or other conspicuous color on both ends of all packages, boxes, etc., the distinctive symbol of the Subsistence Department, viz, a crescent, 3 inches high and 2 inches wide, as shown below:



No marks of any kind other than those specified (original marks may be left on commercial packages) and shipping marks, including cubic contents when required, will be allowed on packages. All stenciling, marking, or stamping must be legible, neat, and permanent. Trade-marks shall not be omitted or removed from packages.

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29. *Name of manufacturer.*—Bidders who are not manufacturers of the supplies called for will be required to submit the name of the manufacturers from whom such supplies are to be obtained, unless it is manifestly impracticable to furnish this information.

30. *Net weights, etc.*—Unless otherwise specified, actual net weight, measure, or number at the time of delivery is understood to be the purchase weight, measure, or number, as the case may be.

31. *Order of articles.*—Articles should be entered on the proposals in the order in which they are named in the advertisement and specifications.

32. *Packages.*—All articles are to be put up in standard commercial packages, unless otherwise specified. Where special packing is specified in this circular, and in the judgment of the purchasing commissary, after consultation with the chief commissary, commercial packages will meet all requirements for posts in the United States, the commercial package is authorized and will be called for in the advertisement.

Where the notation "special packing" appears in the advertisement the packing must conform to the models and specifications to be seen at the purchasing office. Models of all packages and methods of packing required will be shown upon application to the purchasing officer.

33. *Packages, condition of.*—All packages must be of good material and in first-class shipping order; slack barrels full head lined and all barrels well coopered; boxes, cases and crates strong, securely nailed; iron strapping must be strong, carefully put on, drawn tight with ends over-lapping and well nailed; inside sacks of strong, heavy cotton, outside sacks of strong, heavy cotton or gunny, preference being given to packages in outside cotton sacks.

34. *Payments.*—If funds are on hand, payment is to be made at the purchasing office upon the completion of contracts, or at end of calendar month; otherwise as soon as funds are supplied for the purpose.

35. *Premature opening.*—No responsibility will attach to an officer for the premature opening of any proposal when the envelope is not properly indorsed to show clearly its contents.

36. *Proposals.*—Proposals are invited from responsible bidders, no matter where located.

All proposals received prior to the opening of bids will be securely kept, and the officer whose duty it is to open them at the place and time mentioned in the advertisement will decide when that time has arrived, and none will be received thereafter.

Proposals must be made in duplicate or triplicate, if so stated in advertisement, upon printed forms which can be obtained by application to the officer issuing the advertisement.

Envelopes containing proposals must be marked "Proposals for Subsistence Supplies, to be opened ..... o'clock, ..., 191..," and addressed to the officer who advertises for proposals, or to an officer authorized to receive them by the terms of the advertisement.

37. *Proposals for part.*—Proposals for the whole or for any part of any item will be considered.

38. *Proposals, preparation of.*—Proposals must be prepared without assistance from any person belonging to or employed in the military service of the United States.

39. *Quality.*—All supplies must be of strictly first-class quality. Bids on articles of inferior quality are not desired and will not be considered.

40. *Reclamations.*—Reclamations will be made in conformity with generally accepted trade rules unless otherwise specified.

Provided the damaged condition resulted through fault of the seller, reclamation will be made for losses on canned meats, canned hard bread, and canned milk for one year from date of purchase; on canned cereals, canned fruits dried and fresh, canned macaroni, molasses and sirups canned or bulk, olives, olive oil, canned vegetables, and bottled goods within six months; on breakfast bacon not canned, sugar-cured hams

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(except those under serial No. 235), and crackers in cartons (all of which must be shown to have been properly stored during and after transportation) within two months.

Reclamation will be made on perishable stores, such as sugar, cereals in cartons, dried fruits not canned, butter, cheese, etc., which under the recognized trade rules are subject to buyer's risk after delivery and acceptance only in case the deterioration existed prior to delivery.

Any article found after delivery in a damaged condition or not like the samples or standards, the responsibility for which rests upon the seller, may be returned to him if he so desires, he bearing the cost of return transportation and replacement; or, in lieu of replacement, the seller refunding the money value of the article, and, if quantity amounts to one or more cases, crates, boxes, sacks, barrels, or other similar shipping unit, the cost of transportation from place of purchase to place where the defect was discovered. If quantity is less than specified above, the refundment of transportation may be waived.

Reclamation will be made for losses resulting from the use of inferior material in boxes, cases, barrels, crates, sacks, or other packages.

41. *Responsibility for stores.*—No care of or responsibility for contractors' goods or supplies will be assumed prior to delivery and actual receipt.

42. *Samples.*—Samples will not be received after the time for opening bids.

Samples required of all articles not marked "X."

Samples in each case must be sufficient to allow usual tests and comparisons with deliveries. Each sample submitted must have marked thereon name of bidder, date of advertisement, and date of opening bids.

43. *Samples, canned goods.*—Duplicate samples of all canned goods are required.

44. *Samples, return of.*—Unused samples will be returned if called for within seven days.

45. *Separate items.*—In making awards each item is to be considered separately.

46. *Signatures.*—A proposal by a corporation must be signed with the name of the corporation, followed by the signature of the president, secretary, or other person authorized to bind it. A proposal by a firm must be signed with the firm name, followed by the signature of a member of the firm, who will add the words "one of the firm" after his signature.

47. *Subpackages.*—All subpackages packed in cases, tins, etc., must be plainly labeled, stamped, or marked so as to show contents and net weight (if purchase is by net weight), and the name and location of the packer.

48. *Subsistence supplies, where purchased.*—All subsistence supplies will be purchased where the same can be purchased the cheapest, quality and cost of transportation and the interests of the Government considered.

49. *Time and place of delivery.*—Unless otherwise specified in the advertisement, supplies must be delivered free of all extra charges at the time or times designated by the purchasing officer, and at such warehouses, wharves, depots, or other places designated by such officer at the post or station or within the city or city lighterage limits where the advertisement may be issued, except that when advertisements for packing-house products are issued by the purchasing commissary, Chicago, proposals for delivery at Chicago, Omaha, Kansas City, Wichita, Buffalo, Cincinnati, and Indianapolis will be considered.

Proposals for delivery of flour f. o. b. at place of manufacture will be considered.

50. *Units, prices.*—Prices must be stated per unit for the unit of each item used in the specifications.

51. *Variations from specifications.*—If under exceptional circumstances at certain times and places supplies of the kind, quality, and in packages as prescribed herein are not generally in the market, bids for similar articles of the kinds available may be submitted, but the differences must be stated, and if not stated the contractor will be required to furnish the precise article called for in the specifications.

52. *Water tests.*—Soldered tins must be subjected to a water test before packing, and the soldering be sufficiently heavy to prevent opening of seams in handling.

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FRESH BEEF. SPECIFICATIONS AND DETERMINATION OF SEX, AGE, AND QUALITY.

333. All commissaries and organization commanders are enjoined to give the question of beef inspection their most serious consideration, with a view of preventing fraud on the part of contractors, and for the betterment of the company messes. Unless the officers responsible for the inspection of beef are familiar with the specifications for fresh beef, determination of sex, age, and quality, fraud is sure to ensue, to the manifest detriment of the organization and corresponding advantage to the contractor.

For "Specifications" see section 1, paragraph 331.

1. The minimum weight is placed at 500 pounds to insure getting a proper proportion of meat to bone.

2. The specified neck cut is unusual in commercial transactions, and the delivery will generally be made with 5 or 6 neck vertebræ left on the carcass unless special attention is paid to this trimming. The neck meat is worth commercially about one-half the contract price for the carcass and it should be accepted under no circumstances.

3. The deduction of 2½ pounds for the shank of the forequarter and of 3½ pounds for the hock (both of which were formerly cut off before delivery) is very apt to be overlooked by the contractor unless specially cautioned by the responsible person. Neglect to make the neck and shank trimmings and deductions net the contractor more than $2 a carcass even when the price is as low as 7 cents per pound.

4. By "kidney fat" is meant the fat immediately surrounding the kidneys and does not refer to other suet in the hindquarter.

5. The meat from bulls, stags, and cows is excluded for the reason that it is inferior to that from the steer of the same age and condition. A careful study of those characteristics that definitely determine the differences between these classes of carcasses is necessary in order to protect the interests of the Government and of the companies, and they are clearly shown in the accompanying cuts.

6. *Sex.*—By definition, the bull is the uncastrated male and the stag a male castrated late in life. In practice, a bull is castrated when he has served his purpose, and economy requires that he should be placed on the market. Being castrated he takes on flesh and fat and brings a better price at the stock yards. As a bull he will rarely fatten under any circumstances, but in either case the flesh is very dark—very conspicuously so—and the muscles "stand out" hard and compact, especially on the shanks. In the bull there is almost an entire absence of scrotal fat. The carcass of the bull or stag shows massive shoulders, a thick bulging neck, broad chest, a very round rump, and a coarse-grained flesh. His forequarters are relatively larger than his hindquarters. His general makeup is so different from that of the steer that if after careful examination of the carcass

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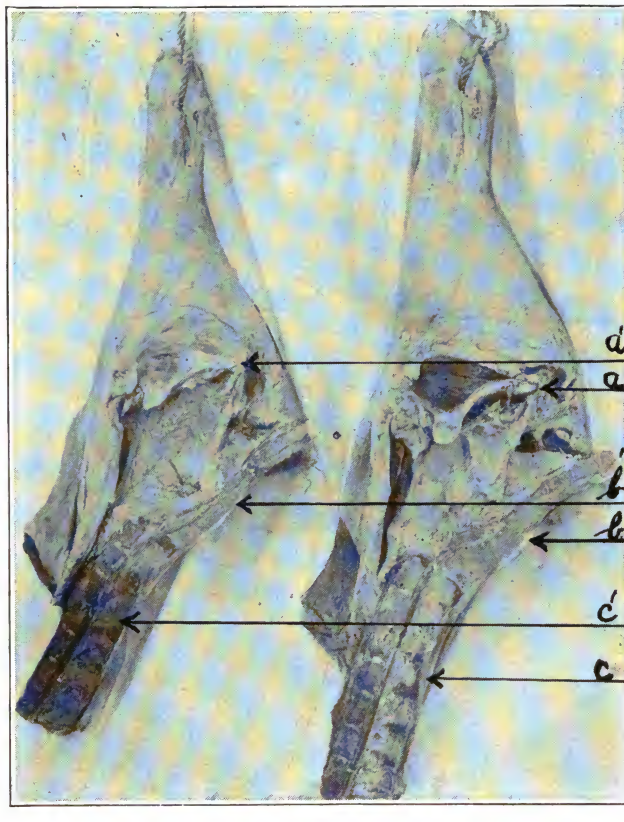
PLATE I.



Cow. HINDQUARTERS. Steer.

Each 4 years old.

[See page 105.]

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PLATE II.

HINDQUARTER—COW.

5 years old.

Cow carcass.—The quarter here represented may be considered as typical of the grade of cow meat generally presented for acceptance. Note the slender hock, the "dished in" appearance above, the long straight *aitch bone* meeting the exterior fat at *a*, the broad passage at *b*, the solid rump at *c*, the broken back at *d*, and how the udder has been cut out and skewers put in this point.

[See page 105.]

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PLATE III.

HINDQUARTER—STEER.

4 years old.

Steer carcass.—Note the typical formation at *a*, the narrow passage at *b*, the lines of demarkation between the bones of rump at *c*, and the lumps of fat at *d* forming the *cod* or *scrotal fat*. Note also the straight firm loin in contrast to the weak loin shown at *d* in the cow.

[See page 105.]

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PLATE IV.

Steer. HINDQUARTERS. Cow.

Note that in the *cow carcass* the hock is relatively delicate and slender, the parts above generally slightly "dished," the hip bone (see arrow point) very prominent, the loin not well filled, and the back bone at this point generally broken. In the *steer carcass* note the coarse hock, plump round, the straight hip, plump loin, and straight firm back bone.

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a doubt exists as to whether it is a steer or a stag (or bull), the chances are that it is a steer.

Cow and steer carcasses of about the same age, conditions, and general appearance are represented.

The cow carcass.—Note in comparison with the steer, the slender hock and dished-in appearance between the hock and rump; that the exterior fat of the carcass meets the end of the aitch bone at *a'*; that the inner end of the aitch bone is slightly refused, providing a broader passage for giving birth to calf.

The rump bones at *b'* are separated in youth, but become solid at about 3 years of age, leaving no lines of demarkation.

The formation at *a'* can not be greatly altered for the purposes of deception, and this with the udder, if not cut away, are the positive proofs of sex.

The backbone at *c'* seems to be relatively weak and is generally broken during cleavage while dressing the carcass. The loin at this point generally presents a dished-in appearance.

The steer carcass.—Note in comparison with the cow, the large hock, the plump appearance between the hock and rump; that the exterior fat of the carcass is separated from the aitch bone at *a* by about 2 inches of lean meat, to which a portion of the penis is generally still attached, as shown in the photograph; that the inner end of the aitch bone juts into the passage, narrowing it.

The rump bones at *b* do not grow together as early as in the cow, and show distinct lines of demarkation up to about 6 years.

The formation at *a* and the presence of the cod (scrotal fat) are the positive proofs of sex. If the cod has been cut away, it is sufficient cause for rejection, as this is generally done only for the purpose of making the cow and steer carcasses appear so much alike that cow carcasses can be run in on the contract.

The backbone at *c* is firm and the loin near this point straight or plump.

Cow carcass.—The quarter here represented may be considered as typical of the grade of cow meat generally presented for acceptance. Note the slender hock, the "dished-in" appearance above, the long straight aitch bone meeting the exterior fat at *a*, the broad passage at *b*, the solid rump at *c*, the broken back at *d*, and how the udder has been cut out and skewers put in this point.

Steer carcass.—Note the typical formation at *a*, the narrow passage at *b*, the lines of demarkation between the bones of rump at *c*, and the lumps of fat at *d* forming the cod or scrotal fat. Note also the straight firm loin in contrast to the weak loin shown at *d* in the cow.

Note that in the cow carcass the hock is relatively delicate and slender, the parts above generally slightly "dished," the hip bone (see arrow point) very prominent, the loin not well filled, and the

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backbone at this point generally broken. In the steer carcass note the coarse hock, plump round, the straight hip, plump loin, and straight firm backbone.

Steer carcass.—Note that the spines of the dorsal vertebrae are tipped at *a* with white cartilage called "buttons." In very young animals this cartilage is perfectly white. In the 2-year-old animal little red spots appear. At 3 they are more numerous. At 4 little bony islands form. At 5 there is more bone than cartilage. At 6 there is but a narrow strip of white cartilage left surrounding the bone that has formed, but the line of demarkation between "spine" and "button" is distinct. By 9 years of age the button is solid bone and at 12 is of the same color as the bone of the spine. If 6 or older the beef should be rejected.

Note that at the forward end of the breast bone at *b* solid white cartilage is found. It disappears with age as do the "buttons." There is also a relatively large amount of cartilage between first and second bones of the breast.

The ribs are distinctly curved lengthwise and also in cross section. They extend perpendicularly outward from the backbone at about the fifth vertebrae from the rear.

The knee is coarse.

Cow carcass.—Note the absence of the "buttons" at *a'* referred to above. They appear in the heifer as in the steer, but generally disappear entirely between 2 and 3 years of age leaving no lines of demarkation. If none are present, the quarter should be rejected.

In comparison with the steer, there is very little cartilage at *b'*.

The ribs are straighter than in the steer and quite fat. They begin to bend backward at about the fifth vertebrae from the rear.

The knee is slender.

7. The flesh of bulls and stags is drier than that of steers and cows, and it is used to advantage in bologna and sausages, as when cured it will have taken up and retained more moisture than other classes of beef. As a rule contractors will not now attempt to run in such meat in quantity, but if it is delivered it should be promptly rejected. It is generally tough and unsuited to company use.

8. A steer is a male not full grown and castrated when young, and an ox the corresponding full-grown animal. Generally speaking, we call the meat from the carcass of either "steer meat," and for army use the only beef delivered should be from such animals from 2 to 6 years of age, excepting only the meat from "spayed heifers," which is occasionally supplied.

9. A spayed heifer is a female from which the ovaries were removed early in life. Cows are sometimes spayed after having had one or more calves, if it is necessary to let them run at large with the herd

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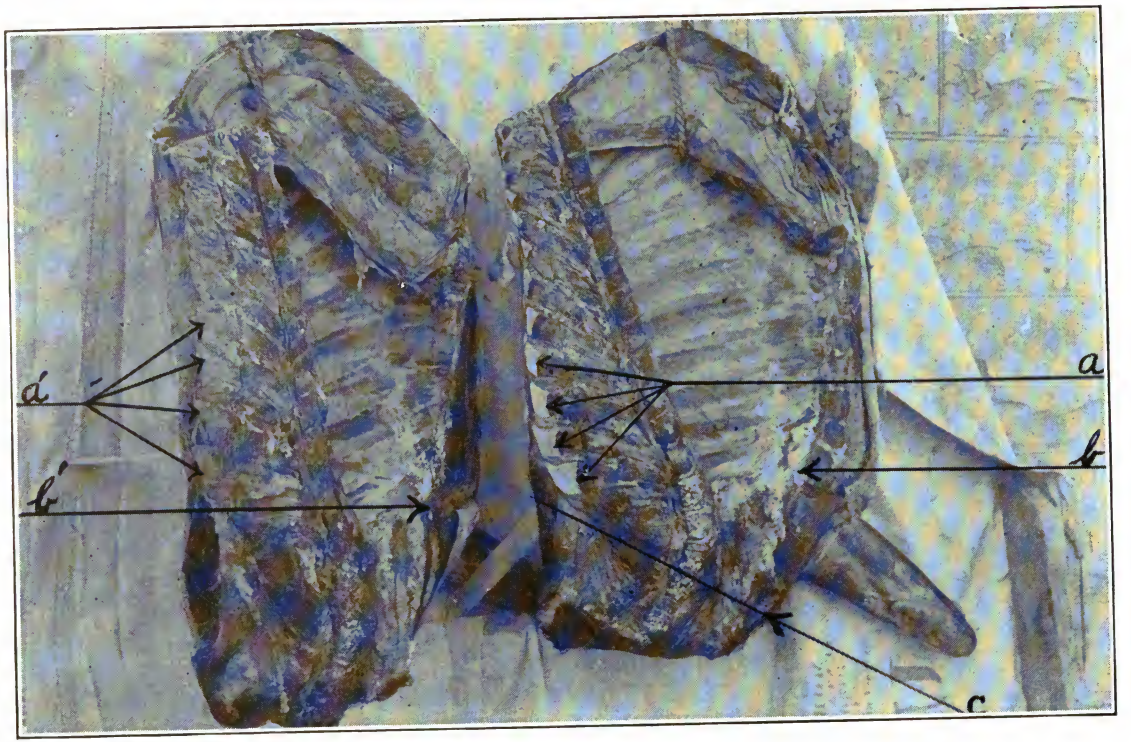
PLATE V.



Cow. FOREQUARTERS. Steer.

Each about 3½ years old.

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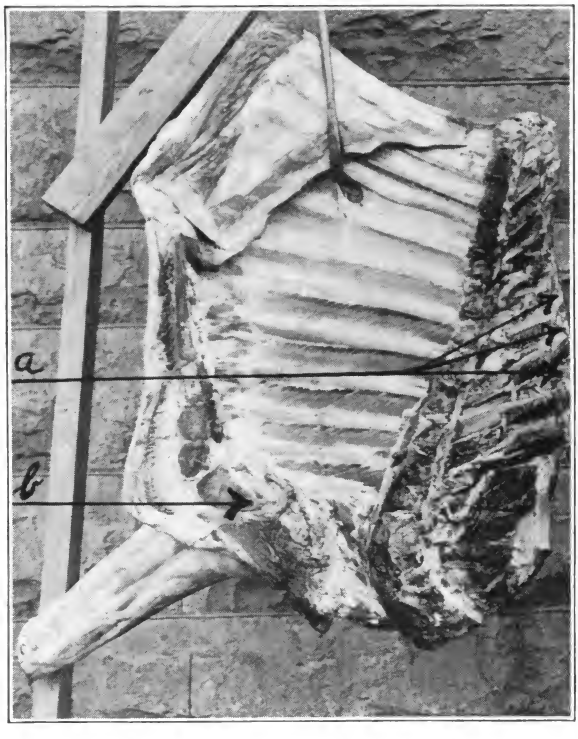
PLATE VI.



FOREQUARTER OF COW.

To illustrate especially the absence of cartilage at *a*, the bony formation at *b*, and oblique angle of the ribs to back bone at about the fifth vertebra from the rear. Four years old.

[See page 107.]

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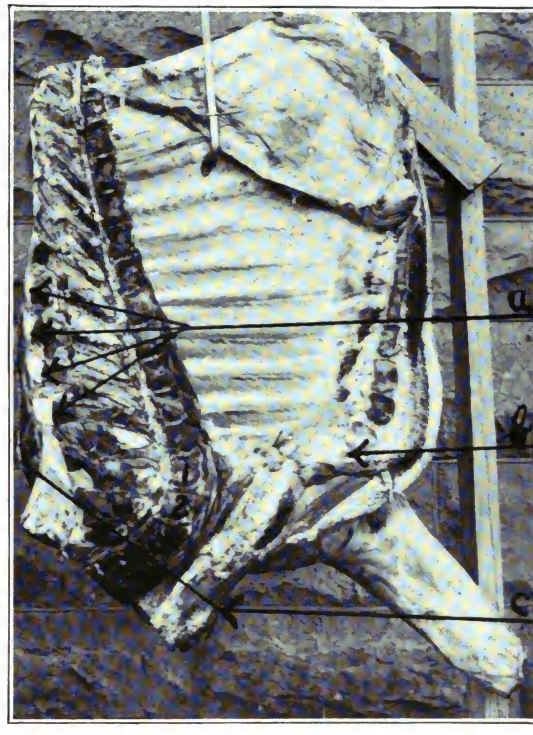
PLATE VII.



FOREQUARTER OF STEER.

To illustrate especially the "buttons" of the spines of the back at *a*, the cartilage at *b* just beginning to turn to bone, the perpendicularity of the ribs to the spinal column at about the fifth vertebra from the rear, and the point *c* at which the neck should be trimmed off. Four years old.

[See page 107.]

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PLATE VIII.

Cow. FOREQUARTERS. Steer.

To illustrate especially the *thin neck* A *of the cow* as compared with the *thick neck* B *of the steer.*

[See page 107.]

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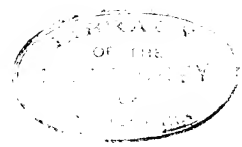

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PLATE IX.

SIDE OF HEIFER.

This animal was about 9 months old. Note the characteristic formation at *a*, the distinctly separated bones at *b*, the "buttons" *c*, amount of cartilage at *d*, and where the neck is cut off, according to contract, at *e*.

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while preparing them for the market, but if the operation has been performed at all the scar should generally be plainly visible in the left flank (though the ovaries are sometimes otherwise removed).

10. A cow is a female that has had a calf. A maiden heifer is an adult female that has not been allowed to breed.

11. Cows are frequently not placed on the market until much benefit has been derived from them either for dairy or breeding purposes, and consequently they are generally older than steers when slaughtered. If killed within a certain period before or after calving they are considered unfit for food.

12. Generally speaking, a steer produces considerably more flesh to bone than the cow, and the carcass of a steer at the present time brings from 2 to 2½ cents per pound more than that of a cow in the same condition. This explains the tendency of contractors to run in cow meat whenever it will be accepted.

To illustrate especially the absence of cartilage at *a*, the bony formation at *b*, and oblique angle of the ribs to backbone at about the fifth vertebræ from the rear. Four years old.

To illustrate especially the "buttons" of the spines of the back at *a*, the cartilage at *b*, just beginning to turn to bone, the perpendicularity of the ribs to the spinal column at about the fifth vertebræ from the rear, and the point *c* at which the neck should be trimmed off. Four years old.

To illustrate especially the thin neck *A* of the cow as compared with the thick neck *B* of the steer.

This animal was about 9 months old. Note the characteristic formation at *a*, the distinctly separated bones at *b*, the "buttons" *c*, amount of cartilage at *d*, and where the neck is cut off according to contract at *e*.

13. The accompanying photographs with explanations will render the determination of sex in dressed beef a simple matter.

14. *Age and quality.*—The age of dressed beef can be estimated by the character of the cartilage tipping the spines of the dorsal vertebræ; by that between the vertebræ throughout the spinal column, and in the brisket, sufficiently well to indicate the toughness or tenderness of the beef so as to regulate its acceptance or rejection. When the layers of cartilage between the vertebræ become so tough and hard as to resist the penetration of the point of a skewer of soft pine wood, the quarter should generally be rejected. The eye will note as accompanying this condition a very limited amount of cartilage in the brisket—practically none in the cow—the bones of the sacrum will have generally grown into a solid mass, with few or no lines of demarkation between the several vertebræ; the cartilaginous extensions of the spines of the dorsal vertebræ will be more bone than cartilage (in the cow they will be solid bone); the diaphragm will be

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exceedingly tough; the bones will present a bleached out appearance instead of being ruddy or full of blood as in youth, and the marrow will be hard and light yellow or almost white instead of soft and red. Generally the fat will be hard and yellow instead of soft and white as in youth, although in some breeds of cattle the fat is naturally yellow at all ages. The cartilage of the joints will be pale white instead of having a bluish tinge as in youth, and more or less "water" may be present.

15. The flesh of veal is of a pale-red color. That of a steer should be a bright red—a deeper red indicates greater age and toughness. The flesh of the cow is generally darker than that of a steer in the same condition. The flesh of bulls and stags is very dark—so dark that it should at once be detected. Color in meat should be judged from portions that have been cut a few minutes. Freshly cut portions and those that have been exposed to the air for a considerable period present an unnaturally dark appearance.

(For the method of telling age of cattle on the hoof, see paragraph 153.)

16. In passing upon meat it should be remembered that the contract specifications are so definitely stringent, so far as the contractor is concerned, and so liberal with respect to the troops, that almost any quality of beef can be procured that is insisted upon by the commissary and the post commander. It is contemplated by the Commissary Department that the beef shall be "good in quality and condition," etc., and contractors regulate their bids by the interpretation they have noted has been made as to the same by the post authorities, and a different and more particular insistence as to the literal fulfillment will necessarily result in higher bids and an increased cost of the ration.

17. It is considered, however, that regardless of what may have been the contractor's estimate of the situation at any particular post, he should be required to comply strictly with the specifications as to sex, weight of carcass, trimming of necks, and allowance of weights for shanks, etc., but that a reasonable interpretation should be put upon the clause referring to "quality and condition." Beef for army use should be only moderately fat, though the fat should be well distributed and the cuts of lean meat present a marbled appearance. Beef in good condition and otherwise complying with the contract should be accepted if between 2 and 6 years of age. It is perfectly evident that we can not expect to supply corn-fed beef from native stock, say of 2 years of age and younger, as a part of the regular ration.

Heavy black lines show the first cuts made upon receipt of quarter for any purpose whatever. Cut in order *A*, *B*, *C*, *D*, *E*, etc. Cut from *A* to *B* to remove the shoulder, using the knife only. Numbers

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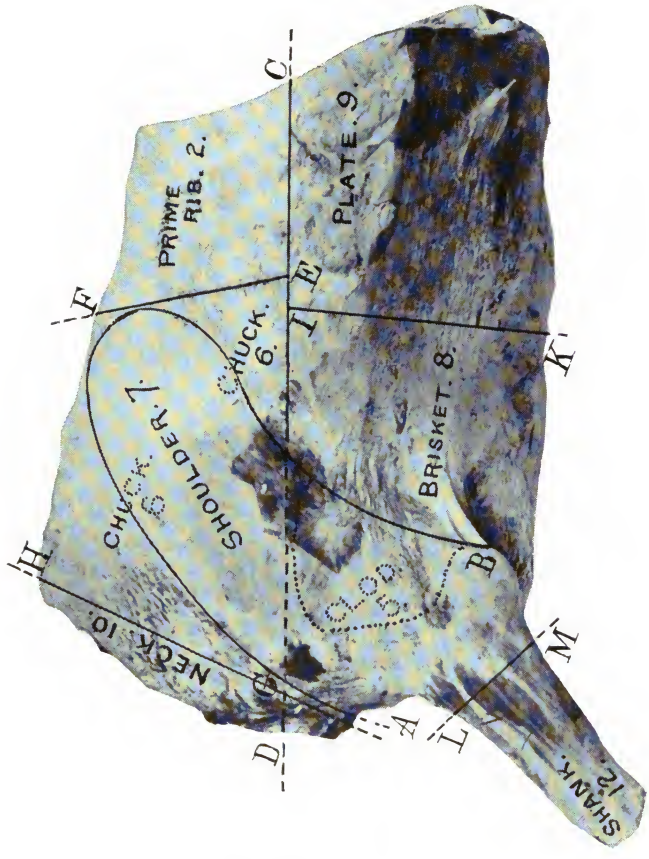
PLATE X.



FOREQUARTER OF BEEF.

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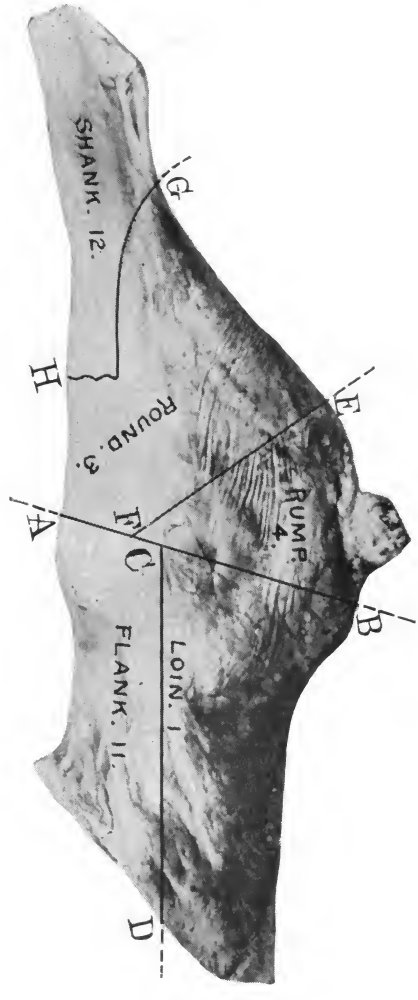
PLATE XI.



HINDQUARTER OF BEEF.

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refer to general value of each cut for company use, considering both quarters together.

Heavy black lines show the first cuts made upon receipt of quarter for any purpose whatever. Cut from *A* to *B* just in front of joint, *E* to *F* just under aitch bone, and *G* to *H*, using knife only. Numbers refer to general value of each cut for company use, considering both quarters together.

334.

Table showing number of cans or other units in 1 to 100 packages.

Packages.	Number of cans or other units in packages.									
1	6	12	24	36	40	48	60	72	144	720
2	12	24	48	72	80	96	120	144	288	1,440
3	18	36	72	108	120	144	180	216	432	2,160
4	24	48	96	144	160	192	240	288	576	2,880
5	30	60	120	180	200	240	300	360	720	3,600
6	36	72	144	216	240	288	360	432	864	4,320
7	42	84	168	252	280	336	420	504	1,008	5,040
8	48	96	192	288	320	384	480	576	1,152	5,760
9	54	108	216	324	360	432	540	648	1,296	6,480
10	60	120	240	360	400	480	600	720	1,440	7,200
11	66	132	264	396	440	528	660	792	1,584	7,920
12	72	144	288	432	480	596	720	864	1,728	8,640
13	78	156	312	468	520	624	780	936	1,872	9,360
14	84	168	336	504	560	672	840	1,008	2,016	10,080
15	90	180	360	540	600	720	900	1,080	2,160	10,800
16	96	192	384	576	640	768	960	1,152	2,304	11,520
17	102	204	408	612	680	816	1,020	1,224	2,448	12,240
18	108	216	432	648	720	864	1,080	1,296	2,592	12,960
19	114	228	456	684	760	912	1,140	1,368	2,736	13,680
20	120	240	480	720	800	960	1,200	1,440	2,880	14,400
21	126	252	504	756	840	1,008	1,260	1,512	3,024	15,120
22	132	264	528	792	880	1,056	1,320	1,584	3,168	15,840
23	138	276	552	828	920	1,104	1,380	1,656	3,312	16,560
24	144	288	576	864	960	1,152	1,440	1,728	3,456	17,280
25	150	300	600	900	1,000	1,200	1,500	1,800	3,600	18,000
26	156	312	624	936	1,040	1,248	1,560	1,872	3,744	18,720
27	162	324	648	972	1,080	1,296	1,620	1,944	3,888	19,440
28	168	336	672	1,008	1,120	1,344	1,680	2,016	4,032	20,160
29	174	348	696	1,044	1,160	1,392	1,740	2,088	4,176	20,880
30	180	360	720	1,080	1,200	1,440	1,800	2,160	4,320	21,600
31	186	372	744	1,116	1,240	1,488	1,860	2,232	4,464	22,320
32	192	384	768	1,152	1,280	1,536	1,920	2,304	4,608	23,040
33	198	396	792	1,188	1,320	1,584	1,980	2,376	4,752	23,760
34	204	408	816	1,224	1,360	1,632	2,040	2,448	4,896	24,480
35	210	420	840	1,260	1,400	1,680	2,100	2,520	5,040	25,200
36	216	432	864	1,296	1,440	1,728	2,160	2,592	5,184	25,920
37	222	444	888	1,332	1,480	1,776	2,220	2,664	5,328	26,640
38	228	456	912	1,368	1,520	1,824	2,280	2,736	5,472	27,360
39	234	468	936	1,404	1,560	1,872	2,340	2,808	5,616	28,080
40	240	480	960	1,440	1,600	1,920	2,400	2,880	5,760	28,800
41	246	492	984	1,476	1,640	1,968	2,460	2,952	5,904	29,520
42	252	504	1,008	1,512	1,680	2,016	2,520	3,024	6,048	30,240
43	258	516	1,032	1,548	1,720	2,064	2,580	3,096	6,192	30,960
44	264	528	1,056	1,584	1,760	2,112	2,640	3,168	6,336	31,680
45	270	540	1,080	1,620	1,800	2,160	2,700	3,240	6,480	32,400
46	276	552	1,104	1,656	1,840	2,208	2,760	3,312	6,624	33,120
47	282	564	1,128	1,692	1,880	2,256	2,820	3,384	6,768	33,840
48	288	576	1,152	1,728	1,920	2,304	2,880	3,456	6,912	34,560
49	294	588	1,176	1,764	1,960	2,352	2,940	3,528	7,056	35,280
50	300	600	1,200	1,800	2,000	2,400	3,000	3,600	7,200	36,000
51	306	612	1,224	1,836	2,040	2,448	3,060	3,672	7,344	36,720
52	312	624	1,248	1,872	2,080	2,496	3,120	3,744	7,488	37,440
53	318	636	1,272	1,908	2,120	2,544	3,180	3,816	7,632	38,160
54	324	648	1,296	1,944	2,160	2,592	3,240	3,888	7,776	38,880
55	330	660	1,320	1,980	2,200	2,640	3,300	3,960	7,920	39,600
56	336	672	1,344	2,016	2,240	2,688	3,360	4,032	8,064	40,320
57	342	684	1,368	2,052	2,280	2,736	3,420	4,104	8,208	41,040
58	348	696	1,392	2,088	2,320	2,784	3,480	4,176	8,352	41,760
59	354	708	1,416	2,124	2,360	2,832	3,540	4,248	8,496	42,480
60	360	720	1,440	2,160	2,400	2,880	3,600	4,320	8,640	43,200
61	366	732	1,464	2,196	2,440	2,928	3,660	4,392	8,784	43,920
62	372	744	1,488	2,232	2,480	2,976	3,720	4,464	8,928	44,640
63	378	756	1,512	2,268	2,520	3,024	3,780	4,536	9,072	45,360
64	384	768	1,536	2,304	2,560	3,072	3,840	4,608	9,216	46,080
65	390	780	1,560	2,340	2,600	3,120	3,900	4,680	9,360	46,800
66	396	792	1,584	2,376	2,640	3,168	3,960	4,752	9,504	47,520

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Table showing number of cans or other units in 1 to 100 packages—Continued.

Packages.	Number of cans or other units in packages.									
67	402	804	1,608	2,412	2,680	3,216	4,020	4,824	9,648	48,240
68	408	816	1,632	2,448	2,720	3,264	4,080	4,896	9,792	48,960
69	414	828	1,656	2,484	2,760	3,312	4,140	4,968	9,936	49,680
70	420	840	1,680	2,520	2,800	3,360	4,200	5,040	10,080	50,400
71	426	852	1,704	2,556	2,840	3,408	4,260	5,112	10,224	51,120
72	432	864	1,728	2,592	2,880	3,456	4,320	5,184	10,368	51,840
73	438	876	1,752	2,628	2,920	3,504	4,380	5,256	10,512	52,560
74	444	888	1,776	2,664	2,960	3,552	4,440	5,328	10,656	53,280
75	450	900	1,800	2,700	3,000	3,600	4,500	5,400	10,800	54,000
76	456	912	1,824	2,736	3,040	3,648	4,560	5,472	10,944	54,720
77	462	924	1,848	2,772	3,080	3,696	4,620	5,544	11,088	55,440
78	468	936	1,872	2,808	3,120	3,744	4,680	5,616	11,232	56,160
79	474	948	1,896	2,844	3,160	3,792	4,740	5,688	11,376	56,880
80	480	960	1,920	2,880	3,200	3,840	4,800	5,760	11,520	57,600
81	486	972	1,944	2,916	3,240	3,888	4,860	5,832	11,664	58,320
82	492	984	1,968	2,952	3,280	3,936	4,920	5,904	11,808	59,040
83	498	996	1,992	2,988	3,320	3,984	4,980	5,976	11,952	59,760
84	504	1,008	2,016	3,024	3,360	4,032	5,040	6,048	12,096	60,480
85	510	1,020	2,040	3,060	3,400	4,080	5,100	6,120	12,240	61,200
86	516	1,032	2,064	3,096	3,440	4,128	5,160	6,192	12,384	61,920
87	522	1,044	2,088	3,122	3,480	4,176	5,220	6,264	12,528	62,640
88	528	1,056	2,112	3,168	3,520	4,224	5,280	6,336	12,672	63,360
89	534	1,068	2,136	3,204	3,560	4,272	5,340	6,408	12,816	64,080
90	540	1,080	2,160	3,240	3,600	4,320	5,400	6,480	12,960	64,800
91	546	1,092	2,184	3,276	3,640	4,368	5,460	6,552	13,104	65,520
92	552	1,104	2,208	3,312	3,680	4,416	5,520	6,624	13,248	66,240
93	558	1,116	2,232	3,348	3,720	4,464	5,580	6,696	13,392	66,960
94	564	1,128	2,256	3,384	3,760	4,512	5,640	6,768	13,536	67,680
95	570	1,140	2,280	3,420	3,800	4,560	5,700	6,840	13,680	68,400
96	576	1,152	2,304	3,456	3,840	4,608	5,760	6,912	13,824	69,120
97	582	1,164	2,328	3,492	3,880	4,656	5,820	6,984	13,968	69,840
98	588	1,176	2,352	3,528	3,920	4,704	5,880	7,056	14,112	70,560
99	594	1,188	2,376	3,564	3,960	4,752	5,940	7,128	14,256	71,280
100	600	1,200	2,400	3,600	4,000	4,800	6,000	7,200	14,400	72,000

335.

Table of certain foreign weights and measures, with American equivalents.

Denominations.	Where used.	American equivalents.
Arobe	Paraguay	25 pounds.
Arroba (dry)	Argentine Republic	25.3171 pounds.
Do	Brazil	32.38 pounds.
Do	Cuba	25.3664 pounds.
Do	Venezuela	25.4024 pounds.
Arroba (liquid)	Cuba and Venezuela	4.263 gallons.
Barril	Argentine Republic and Mexico	20.0787 gallons.
Bouw	Sumatra	7,096.5 square meters.
Bu	Japan	0.1 inch.
Carga	Mexico and Salvador	300 pounds.
Catty	China and Japan	1⅓ pounds.
Do	Java, Siam, and Malacca	1.35 pounds.
Do	Sumatra	2.12 pounds.
Centaro	Central America	4.2631 gallons.
Chih	China	14 inches.
Coyan	Siam (Koyan)	2,667 pounds.
Cuadra	Argentine Republic	4.2 acres.
Do	Paraguay	78.9 yards.
Do	Paraguay (square)	8.077 square feet.
Do	Uruguay	Nearly 2 acres.
Fanega (dry)	Central America	1.5745 bushels.
Do	Chile	2.575 bushels.
Do	Cuba	1.599 bushels.
Do	Mexico	1.54728 bushels.
Do	Uruguay (double)	7.776 bushels.
Do	Uruguay (single)	3.888 bushels.
Do	Venezuela	1.599 bushels.
Frasco	Argentine Republic	2.5096 quarts.
Do	Mexico	2.5 quarts.
League (land)	Paraguay	4.633 acres.
Li	China	2,115 feet.
Libra (pound)	Argentine Republic	1.0127 pounds.
Do	Central America	1.043 pounds.
Do	Chile	1.014 pounds.
Do	Cuba	1.0161 pounds.
Do	Mexico	1.01465 pounds.

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Table of certain foreign weights and measures, with American equivalents—Continued.

Denominations.	Where used.	American equivalents.
Libra (pound)	Peru	1.0143 pounds.
Do	Uruguay	1.0143 pounds.
Do	Venezuela	1.0161 pounds.
Livre (pound)	Guiana	1.0791 pounds.
Marc	Bolivia	0.507 pound.
Milla	Nicaragua and Honduras	1.1493 miles.
Picul	Borneo and Celebes	135.64 pounds.
Do	China, Japan, and Sumatra	133⅓ pounds.
Do	Java	135.1 pounds.
Do	Philippine Islands	137.9 pounds.
Pie	Argentine Republic	0.9478 foot.
Quintal	do	101.42 pounds.
Do	Brazil	130.06 pounds.
Do	Chile, Mexico, and Peru	101.61 pounds.
Do	Newfoundland (fish)	112 pounds.
Do	Paraguay	100 pounds.
Se	Japan	0.02451 acre.
Shaku	do	11.9305 inches.
Sho	do	1.6 quarts.
Suerte	Uruguay	2,700 cuadras. (See cuadra.)
Sun	Japan	1.193 inches.
Tael	Cochin China	590.75 grains (troy).
Tan	Japan	0.25 acre.
To	do	2 pecks.
Tsubo	do	6 feet square.
Tsun	China	1.41 inches.
Vara	Argentine Republic	34.1208 inches.
Do	Central America	33.874 inches.
Do	Chile and Peru	33.367 inches.
Do	Cuba	33.384 inches.
Do	Mexico	33 inches.
Do	Paraguay	34 inches.
Do	Venezuela	33.384 inches.

336.

The metric system of weights and measures.

MEASURES OF LENGTH.

Metric denominations.	Equivalents in denominations in use.
Myriameter	6.2137 miles.
Kilometer	0.62137 mile, or 3,280 feet 10 inches.
Hectometer	328 feet 1 inch.
Dekameter	393.7 inches.
Meter	39.37 inches.
Decimeter	3.937 inches.
Centimeter	0.3937 inch.
Millimeter	0.0394 inch.

MEASURES OF SURFACE.

Hectare	2.471 acres.
Are	119.6 square yards.
Centare	1.550 square inches.

MEASURES OF CAPACITY.

Metric denominations.	Equivalents in denominations in use.	
	Dry measure.	Liquid or wine measure.
Kiloliter, or stere	1.308 cubic yards	264.17 gallons.
Hectoliter	2.838 bushels	26.417 gallons.
Dekaliter	9.08 quarts	2.6417 gallons.
Liter	0.908 quart	1.0567 quarts.
Deciliter	6.1022 cubic inches	0.845 gill.
Centiliter	0.6102 cubic inch	0.338 fluid ounce.
Milliliter	0.061 cubic inch	0.27 fluid dram.

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The metric system of weights and measures—Continued.

WEIGHTS.

Metric denominations.	Equivalents in denominations in use (avoirdupois weight).
Millier, or tonneau	2,204.6 pounds.
Quintal	220.46 pounds.
Myriagram	22.046 pounds.
Kilogram, or kilo	2.2046 pounds.
Hectogram	3.5274 ounces.
Dekagram	0.3527 ounces.
Gram	15.432 grains.
Decigram	1.5432 grains.
Centigram	0.1543 grain.
Milligram	0.0154 grain.

The following are some of the measures in common use, with their equivalents in measures of the metric system:

Common measures.	Equivalents.	Common measures.	Equivalents.
An inch	2.54 centimeters.	A cubic yard	0.7646 cubic meter.
A foot	0.3048 meter.	A cord	3.624 steres.
A yard	0.9144 meter.	A liquid quart	0.9465 liter.
A rod	5.029 meters.	A gallon	3.786 liters.
A mile	1.6093 kilometers.	A dry quart	1.101 liters.
A square inch	6.452 square centimeters.	A peck	8.811 liters.
A square foot	0.0929 square meter.	A bushel	35.24 liters.
A square yard	0.8361 square meter.	An ounce avoirdupois	28.35 grams.
A square rod	25.29 square meters.	A pound avoirdupois	0.4536 kilogram.
An acre	0.4047 hectare.	A ton	0.9072 tonneau.
A square mile	259 hectares.	A grain troy	0.0648 gram.
A cubic inch	16.39 cubic centimeters.	An ounce troy	31.104 grams.
A cubic foot	0.02832 cubic meter.	A pound troy	0.3732 kilogram.

337.

EFFICIENCY REPORTS OF EMPLOYEES IN THE SUBSISTENCE DEPARTMENT AT LARGE.

With a view of making promotions wholly upon a basis of merit, in pursuance of the order of the President to that end, every officer under whose direction classified employees in the Subsistence Department at Large may be serving will prepare semiannually, on the 31st day of December and the 30th day of June, a report showing upon a scale of 100 the efficiency of each such employee. Two copies of this report will be forwarded to the Commissary-General as soon as possible after the dates above mentioned.

The names in each class or grade will be entered in the order of merit, those with the same efficiency figure being arranged according to length of service in the department.

All promotions in the classified service shall be made in the order of merit as established by the last semiannual efficiency report, subject to such examination as may hereafter be ordered under the civil-service rules: *Provided*, That any person entitled to promotion under these provisions who shall become markedly inefficient or be guilty of any serious misconduct after the preparation of the last semiannual efficiency report, shall forfeit the right to promotion, and the same shall accrue to the next eligible person on the list.

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Those who fail during any six months to attain an efficiency rating of 70 will be regarded as deficient in their respective classes and subject to regrading, and will, in the discretion of the chief of bureau or office, be reported to the Secretary of War for reduction. All who, on two consecutive reports, fall below 70 in efficiency, will be invariably reported for reduction.

All who, on two consecutive reports, fall below 60 in efficiency will be reported for discharge.

A sample form of blank upon which this report will be made is shown below:

Efficiency report of classified employees of the Subsistence Department at Large,

.....

(Office or station.)

for the six months ending....., 19...

Lineal No. in class.	Name.	Position.	Class.	Compensation.	Efficiency (scale 100).	Remarks.
1	John Brown.....	Clerk....	2	$1,400	93	
2	James Smith.....	....do....	2	1,400	91	

338.

BRICK OVENS AT POSTS.

Firing.—An oven that has never been fired should be heated with a slow fire for not less than two days, with the dampers open to allow moisture from the material of which the oven is constructed to escape.

In firing an oven for baking open the draft dampers, close the gas dampers (those above the fireplace), and open the ash-pit door. Build the fire in the fireplace, and as soon as it is well started put in all the fuel that is needed for heating the oven. Keep the dampers this way until the fuel is nearly consumed, then close draft dampers and ash-pit door. Ovens once installed should not be allowed to grow cold except when repairs are required.

To prevent the grates from burning out, the fire should be kept clean at all times and ashes should not be allowed to accumulate in the ash-pit. Overfiring should be carefully guarded against.

Tiles.—Furnace tiles should be installed by a mechanic familiar with such work. When properly installed they should last about three years. On account of liability of cracking the tiles, water should not be thrown into the oven to cool it nor be used to any extent in washing it out. When necessary to mop out an oven to free it from dust, ashes, etc., a dampened gunny sack on a long pole may be used.

Repairs.—Any mechanic can replace damaged grates, but more extensive repairs to an oven, especially those requiring brickwork, should be made by a mechanic familiar with oven construction.

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339.

INSTRUCTIONS FOR HANDLING THE FIELD BAKERY EQUIPMENT NO. 1.

DESCRIPTION.

The field oven No. 1 is a knock-down type for continuous baking. One is considered suitable for a regiment, though it will bake from 3,000 to 3,600 rations of bread per day of twenty-four hours, if handled continuously in the manner described below. Each of the 12 distinct parts of which it is constructed (including two joints of stovepipe and the hood for same, but not the canvas hood for the oven), is designated by a number, which should always be referred to when submitting requisitions for extra parts. A number cut from sheet metal is riveted to each separate part, in a conspicuous place to readily distinguish it. The numbers given in the following instructions refer to the several numbered parts of the oven, and run from 1 to 12, inclusive.

SETTING UP THE OVEN.

Level a piece of ground about 6 by 10 feet carefully; dig a clean-cut trench with parallel sides, about 24 inches deep, 20 inches wide, and 8 feet long, with wings at the firing end (as shown in cut) for greater convenience in handling fuel, etc. Place the trench cover (No. 5) as shown in broken lines in the accompanying ground plan, so as to fit the ground closely, in order that the gas from the trench will pass from the fire box only through the sleeves provided. Place the front end of oven (No. 1) as shown; then the sides (Nos. 3 and 4), clamping the corners at A and B, making the sides parallel to the trench cover, and placing them on a common level. Next place the oven chambers, beginning with the bottom one marked A (No. 10); then B (No. 11); then C (No. 12), each chamber resting on an angle iron across the inside of the front of the oven and on the lugs hinged at X and Y. Push the necks of the chambers through the openings provided in the front end as far as possible. Dig a ditch about 2 inches deep across under the rear of the oven at C–D. Set the rear end (No. 2) in this ditch, first holding it inclined backward, then gradually pushing it to an upright position; see that the supporting collar for the trench cover, and the angle irons for the oven chambers are just under the parts they are to support when placed in position. Place a piece of firewood across the trench at E and, while one man raises the rear end of the oven into position with a lever (a medium sized cord-wood stick will do), two others adjust the clamps at the corners C and D. Place the top of the oven (No. 6) in position (the flue hole toward the firing end) and then the stovepipe and hood to same (Nos. 7, 8, and 9), throwing earth on top of the oven varying in thickness from about 5 inches at the flange to about 9 inches at the middle and after drying out, put on the canvas hood. Stop up the cracks on the top and sides of the projecting necks of the oven chambers with

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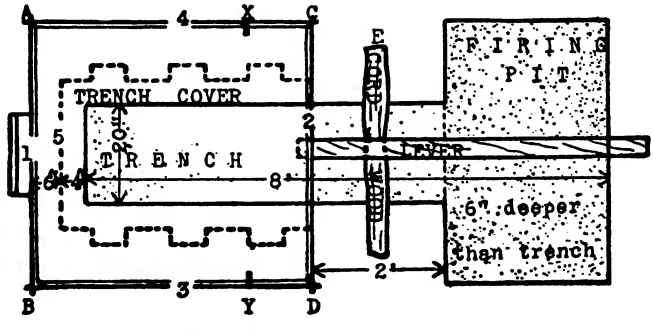
moist earth. Dry out the earth on top and the ground under the oven by several hours of slow firing before baking, preferably over night.

Bake for about sixty minutes, starting at a temperature of about 600° F., or a four second count oven, with only coals left in the trench and the draft open, and letting the temperature fall gradually to 550° and 500° F., while the bread is being baked. If, for any reason, a baking is desired before the ground can be thoroughly dried out, the oven may be fired rather briskly for an hour, or until the bread is about ready for baking. The fire may then be drawn to the mouth of the trench, leaving a good bed of coals under the trench cover, and partly closing the draft while baking. As soon as a batch of bread is drawn, three medium sized sticks of hard cord wood should be put on the fire and the next baking follow in about one-half hour, generally without the addition of more fuel. One-half of a cord of good hard wood is sufficient for heating up the oven and baking six consecutive batches of 216 rations each, without the oven being allowed to get cold. When continuously in use, the amount of wood will be considerably reduced after the first day.

GROUND PLAN OF FIELD OVEN NO. 1.



GENERAL METHODS OF HANDLING THE OVEN.

Generally, the straight dough process and the sponge and dough process should be combined as follows:

1. At 6 p. m. set a straight dough in a trough, using about 165 pounds of flour, 3 pounds of dried yeast, 2 pounds each of salt, sugar, and lard, and about 12 gallons of water. (This includes the water in which the dried yeast is soaked.) This will be panned at about 6 a. m., and baked at about 7 a. m. It is assumed that about 7 pounds of flour will be used in dusting, making a total of 172 pounds which is sufficient for 216 rations.

2. At 7.30 p. m. set a straight dough in the other trough, using the recipe given above. This will be panned about 7.30 a. m.

3. At 9 p. m. set a sponge in a sponge can, using about 85 pounds of flour, 2 pounds of dried yeast, and 6½ gallons of water. This should

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be made into a dough at about 6 a. m. (using a dough trough after the first straight dough is removed), at which time the remaining ingredients—80 pounds flour, 5½ gallons water, and 2 pounds each of salt, sugar, and lard—should be added.

4. At 11.30 p. m. set a sponge in the same manner as No. 3, to be made into a dough at 7.30 a. m. (using the trough in which the second straight dough was set) and to be panned at 11.30 a. m.

Other sponges should be set at 1 a. m., 2.30 a. m., and 4 a. m., as just described, to be panned at about 1 p. m., 2.30 p. m., and 4 p. m., respectively.

It is noted that at 6 a. m. No. 1 sponge-can will be available for a second sponge, and the others may follow regularly at intervals of one and one-half hours, so as to make the process continuous. If two shifts of twelve hours each are made, the day shift would set the doughs and sponges for the night work, and vice versa. Some bakers prefer to set but one straight dough and thereafter use the second trough for mixing the sponges which are transferred to the sponge cans.

The action of dried yeast in the sponge will be greatly stimulated by the addition of about one and one-half pounds of potatoes, boiled, mashed through a colander, and mixed with the other ingredients when the sponge is set. The water in which the potatoes were boiled should be substituted for a part of the water that would otherwise be used.

In camps of concentration and at maneuver camps where compressed yeast or potato ferment is used, attention is invited to the recipes given in the "Manual for army bakers."

The process, as described here, is based upon an even temperature of 80° F., for the ingredients used, and for the proving tents. Experienced bakers would be able to set their doughs and sponges nearer together and hold them back by using relatively cooler water, or by a lower temperature, but the above system is recommended until one is thoroughly familiar with handling this equipment.

For setting the sponges, one man only will be required, and all the molding and baking will be done between 6 a. m. and 6 p. m. Two hundred and sixteen rations are baked at a time, or 1,512 for the day. The lard may be dispensed with in the field, but the sugar should not be reduced if it can be procured.

PREPARING THE EQUIPMENT FOR TRANSPORTATION.

1. Withdraw all the fire, remove the canvas hood, shovel the earth off the top of the oven, remove the stovepipe and rear end of the oven.

2. While the oven is cooling, pack the case for thermometers, clocks, scales, and wrench; then pack the sponge cans in two nests of three each, placing in the top of one nest all the brushes, the sieve, and the canvas hood for the oven; in the top of the other place the Sibley stove and pipe.

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Fold the bread racks, remove the legs from the molding table, and nest the two dough troughs, folding the legs up against the bottom.

3. The oven chambers having cooled sufficiently (say in ten minutes), pack them with all of the small utensils and pans that might otherwise be lost, as follows:

In the top chamber (C):

24 bake pans, nested in sets of fours.

In the middle chamber (B):

12 bake pans, nested in sets of fours.
3 scrapers.
2 scoops.
2 measures.
1 colander.
4 folding lanterns.

In the bottom chamber (A):

Folding legs for the molding table.
Two joints stovepipe and hood.

4. Remove in order, the top of the oven, the top, middle, and bottom chambers; unclamp the forward corners and let the sides fall to the ground.

PACKING THE EQUIPMENT IN THE WAGON.

Set the case containing the thermometers, etc., under the wagon seat; place the three oven chambers in the front end of the wagon, necks uppermost, and flat sides parallel to the length of the wagon and packed closely. Place the front and rear ends of the oven, with the inner sides toward each other and angle irons overlapping, beside the oven chambers, thus filling this section of the wagon. Stand the 3 folding bread racks side by side, filling a section of the wagon just in rear of the oven chambers. Farther to the rear and partially resting on the tail gate, which should be chained just a little higher than the bottom of the wagon, set the sides of the oven, top, trench cover and molding board, and beside them the two nesting dough troughs. Place the two nests of sponge cans side by side in the dough trough, in which should also be packed 4 galvanized-iron buckets, bread-rack hoods, and dough-trough covers. The implements remaining—axes, fire hoe, rake, pick, etc.—may be conveniently placed in any of the several open spaces left between the articles of equipment. The tent poles should be strapped to the side of the wagon, and the tentage laid over the equipment or packed under the wagon seat.

The capacity of the Field Bakery Equipment, using Field Oven No. 1, is about 216 rations; the weight of this oven alone is about 1,366 pounds; its dimensions over all are 59″ x 51″ x 53″; the weight of this oven and equipment complete is about 2,800 pounds.

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INSTRUCTIONS FOR HANDLING FIELD OVEN No. 2.

SETTING UP THE OVEN.

Oven fired from rear. Dig trench 12 inches wide, 7 feet 4 inches long, 14 inches deep. Place fire box (21) over trench with open end of box to front of oven. Let open end extend 4½ inches over end of trench on solid ground, and flanges on sides of fire box must also rest on solid level ground. (When fire box has been so placed, there will be about 3 feet of trench uncovered, which will come in rear of oven for firing purposes.) Pack earth around edges of fire box to prevent escape of smoke. Turn channel piece (36) crosswise. Place the two sides (22) so that ends of channel (36) will rest on angle lugs, riveted to inside, near bottom of the two pieces (22). This will bring rear end of sides flush with back of fire box. Slide bottom of lower oven (23) in position on top of lower angles on (22). Pins on each side of (23) will fit into slots in angles on sides (22). Place end of (23) with corners cut out, to front of oven. Place bottom of upper oven (24) in same manner on middle angles (end with number on to front of oven) slide oven top (25) into position on top angles with smoke flue opening to back of oven. Insert small ends of short vertical flues (26) in opening of oven top (25), push large end over collar on bottom of upper oven (24). There is small hole in bottom angle of oven back (27); also pin in bottom angle at back of (21). Place (27) on this back angle with pin passing through hole in center of bottom angle (27). Push (27) up tightly over ends of (22), letting lugs, on the ends of (22), that have openings for pins, pass through the four holes in angles at side of (27). Drive drift pins that are chained to (27) through holes in lugs of (22). Fit T flue (28) on collar on front end of fire box. Fit long vertical flues (29) with the T flue (28) and bottom of upper oven (24) in same manner that flues (26) were fitted. Now make examination, and if any openings are found around edges of fire box into trench, cover with earth, packing down solid. Do not let earth come more than halfway up sides of fire box and *do not put any earth on top of fire box.* Place front of oven (30) in position same as back (27). Pull out smoke collar in (25) and turn it around until it engages lugs on inside. Put pipe (31) with damper on collar. If necessary to turn pipe see that it is turned in same direction that collar was turned, otherwise collar will be disengaged from lugs. Put on top pipe (32). Unwind four wires and hook ends of wires in holes in earth, retaining rails at corners of oven. Fill in top of oven with earth. Place thermometer in position at right side of oven. Put canvas cover (35) over oven, passing cords at corners of cover underneath the four upper pin chains of oven. The cord attached to right side front of cover to be passed around neck of thermometer. Cords attached left side front, sides and back of cover to be passed around fastenings provided near top of oven for that purpose.

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FIRING AND BAKING.

Baking heat for bread is 400° to 450° F. All thermometers do not register alike; therefore ascertain correct baking heat by actual test before depending upon thermometer. When oven is at proper baking temperature and bread placed in it, there should be good bed of *live* coals in fire box, but not a heavy fire. If necessary to increase heat during baking, *use no more fuel than necessary* to gain desired temperature. The upper oven will bake slower than lower. Put bread in this oven first and take it out last.

To clean flues: Remove clean-out openings, take flues out, stand them on end, and shake out accumulated ashes and soot.

PACKING IN THE WAGON.

Place parts 22 (2 pieces), 23, 24, 25, 27, and 30 on edge, close to side of wagon box and against seat. Place the two pieces (26), two pieces (29), and piece (28) in fire box, (21). Push box endwise to forward end of wagon and under seat. Place smoke pipe (31) and (32), and canvas cover (35) on top of fire box (21). To prevent drift pins chained to angles of (27) and (30) being broken off in transportation, drop them through holes in front leg of angles as soon as removed from oven.

The numbers given above refer to the numbers on the different parts of the oven.

The equipment for this oven is the same as for field oven No. 1.

The capacity of the field bakery equipment, using field oven No. 2, is about 240 rations. The weight of this oven alone is about 1,232 pounds; its dimensions over all are 70½″ by 54½″ by 45″. The weight of this oven and equipment complete is about 2,607 pounds.

341.

TRAINING SCHOOLS FOR BAKERS AND COOKS.

Training schools for bakers and cooks are established by War Department orders at designated posts, under the immediate charge of an officer of the Subsistence Department. The classes under instruction are composed of specially selected men, of common-school education, who manifest a desire to learn the trade of baker or cook and who show aptitude for the work. Prizes are established by the Secretary of War for graduates of greatest proficiency.

General Orders No. 118, War Department, 1909, authorizes the organization of school detachments at these schools and appointment therein of specified numbers of noncommissioned officers and cooks for the administration of such schools. Subject to the approval of the Commissary-General, such civilian labor may be employed as may be found necessary, to be paid for out of subsistence funds.

342.

COLD STORAGE SPACE REQUIRED FOR BEEF AND MUTTON.

If stored flat, 1 ton of frozen beef requires 100 cubic feet of space and 1 ton of mutton 120 cubic feet. If stored hanging, the same quantity of beef requires 180 cubic feet and of mutton 200 cubic feet.

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343.

PROPERTY IN THE FIELD IN TIME OF PEACE AND IN TIME OF WAR, EXCEPT FOR TROOPS BEYOND THE ADVANCE DEPOTS.

AUTHORIZED ALLOWANCES.

Unit.	Field range No. 1 (par. 263).		Field range No. 2.	Regimental field bakery.	Commissary chests, complete.	Field desks, complete.	Folding platform scales.	Field safes.	Paulins, large.	Tents, storage, with flies.	Tents, hospital, with flies.	Wagons, 4-mule.	Horses, mounts.	Regimental bakeries.		
	When companies have 111 men or less.	When companies have 112 men or more.												Tents, pyramidal.	Stoves, Sibley, with pipe.	Wagons, 4-mule.
	Par. 264.		Par. 265.		Par. 268.	Par. 269.	Par. 252.	Par. 253.	Q. M. D.	Q. M. D.	Q. M. D.	Q. M. D.	Q. M. D.	Q. M. D.	Q. M. D.	Q. M. D.
Company	1	2														
Battalion or squadron	4	8	1													
Battalion or squadron (detached)	4	8	1	1	1	1	1	1	1					1	1	1
Regiment (or detached regiment)	12	24	4	1	1	1	1	1	2					3	3	1
Brigade (3 regiments) or detached brigade	36	72	15	3	4	4	4	4	4	6	3			9	9	3
Infantry division:																
Division headquarters			1		3	3	3	3	9	12	3	1	9			
3 brigades infantry	108	216	21	9	9	9	9	9	18							
1 brigade field artillery	12	24	5	2	2	2	2	2	4							
1 regiment cavalry	12	24	2	1	1	1	1	1	2							
1 battalion engineers	3	6	1		1	1	1	1	1							
1 battalion signal corps	2	4	1		1	1	1	1	1							
4 field hospitals	4	8	4	2												
4 ambulance companies	4	8	1													
11 wagon companies			11													
1 pack train			1													
(14) Division bakery	1	2												42	42	15
Total	146	292	48	14	17	17	17	17	35	12	3	1	9	42	42	15

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Cavalry division:

| | | |

PROPERTY IN THE FIELD IN TIME OF WAR, FOR TROOPS BEYOND THE ADVANCE DEPOTS.

AUTHORIZED ALLOWANCES, WHEN PRACTICABLE.

Unit.	Field range No. 1 (par. 263).		Field range No. 2.	Regimental field bakery.	Commissary chests, complete.	Field desks, complete.	Folding platform scales.	Field safes.	Paulins, large.	Wagons, 4-mule.	Horses, mounts.	Regimental bakeries.		
	When companies have 111 men or less.	When companies have 112 men or more.										Tents, pyramidal.	Stoves, Sibley, with pipe.	Wagons, 4-mule.
			Par. 264.	Par. 265.	Par. 268.	Par. 269.	Par. 252.	Par. 253.	Q. M. D.	Q. M. D.	Q. M. D.	Q. M. D.	Q. M. D.	Q. M. D.
Company	1	2												
Battalion or squadron	4	8	1											
Battalion or squadron (detached)	4	8	1	1								3	3	1
Regiment (or detached regiment)	12	24	4	1								3	3	1
Brigade (3 regiments) or detached brigade	36	72	15	3								9	9	3
Infantry division:														
Division headquarters			1		1	1	1	1		1	9			
3 brigades infantry	108	216	21	9										
1 brigade field artillery	12	24	5	2										
1 regiment cavalry	12	24	2	1										
1 battalion engineers	3	6	1											
1 battalion signal corps	2	4	1											
4 field hospitals	4	8	4	2										
4 ambulance companies	4	8	1											
11 wagon companies			11											
1 pack train			1											
(14) Division bakery	1	2										42	42	15
Total	146	292	48	14	1	1	1	1		1	9	42	42	15
Cavalry division:														
Division headquarters			1		1	1	1	1		1	9			
3 brigades cavalry	108	216	21											
1 regiment horse artillery	6	12	1											
1 battalion engineers	3	6	1											
1 battalion signal corps	2	4	1											
2 field hospitals	2	4	2											
2 ambulance companies	2	4	1											
7 wagon companies			7											
2 pack trains			2											
Total	123	246	37		1	1	1	1		1	9			

NOTE.—The allowance for a field army or an army is determined when the army is organized. Three Pennants of the Subsistance Department are authorized for each division—one for the chief commissary, one for the depot, and one for the bakery.

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APPENDIX.

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EXTRACT FROM ARMY REGULATIONS, 1908, INCLUDING AMENDMENTS.

ARTICLE LXXV.

SUBSISTENCE DEPARTMENT.

NOTE.—Regulations for the government of the Subsistence Department, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Commissary-General. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL DUTIES.

1204. The Subsistence Department supplies, from funds duly appropriated for that purpose, subsistence for enlisted men and others entitled thereto, and also supplies articles for authorized sales and issues.

The Commissary-General furnishes lists of articles authorized to be kept for sale, and gives instructions for procuring, distributing, issuing, selling, and accounting for all subsistence supplies.

COMMISSARIES.

1205. Purchasing commissaries make purchases of supplies in accordance with Article LI, and distribute them as directed. Upon direct calls of chief commissaries they transfer to commissaries of posts and stations such funds from the appropriation "Subsistence of the Army" and such authorized subsistence supplies as chief commissaries, under instructions from department commanders, deem necessary.

1206. A chief commissary will make calls upon purchasing commissaries designated by the Commissary-General for funds and supplies for posts and stations supervised by him, and under instructions from the Commissary-General will furnish funds and supplies to posts within his department which are exempted from the supervision of the department commander. He will keep a commissary book for each post and station, and decide whether the quantities of articles called for on requisitions should be allowed, increased, or diminished.

1207. Commissaries will make timely estimates and requisitions, approved by their commanding officers, for funds and supplies for the troops with which they serve, and forward them, through military channels, to the chief commissaries. If any of the supplies can be obtained advantageously in the vicinity of the places where needed, the fact will be noted in detail on the requisitions by the commissaries.

SUBSISTENCE SUPPLIES IN BULK.

1208. Subsistence supplies comprise—

1. Subsistence stores, consisting of articles composing the ration, those for other authorized issues, and those furnished for sale to officers and enlisted men.

2. Subsistence property, consisting of the necessary means for testing, handling, preserving, issuing, selling, and accounting for these stores, and cooking apparatus in the field and when traveling (except on transports), bake ovens and apparatus pertaining thereto.

1210. Stores longest on hand, if in fit condition, will be first issued, sold, or shipped.

1211. Subsistence supplies in good condition, but not required for use, will be disposed of under the direction of the Commissary-General. In urgent cases, such as sudden abandonment of a post, liability to rapid deterioration, etc., they may be sold, or otherwise properly disposed of, on the recommendation of an inspecting officer, approved by a commanding general.

1212. Subsistence supplies will not be transferred gratuitously to another staff department, nor obtained, issued, sold, or otherwise disposed of, except as authorized by regulations.

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TRANSFERS IN BULK.

1213. When subsistence supplies are to be transported, the invoicing commissary will make timely requisition in writing upon the proper quartermaster, stating as nearly as possible the kind and amount of supplies to be transported, when they will be ready for delivery, when they should reach their destination, and any other information relating thereto which the quartermaster should possess. The commissary will give the quartermaster invoices in duplicate of the packages and their contents as marked and obtain from him receipts in duplicate. The commissary will forward similar invoices in duplicate to the consignee and obtain receipts in duplicate from him.

STOREHOUSES.

1214. Storehouses, sheds, paulins, or other means of covering and protecting subsistence supplies will ordinarily be provided by the Quartermaster's Department.

1215. Coal oil, gunpowder, quicklime, or other articles of like dangerous nature will not be kept in or near subsistence storehouses.

FRESH MEATS.

1216. Fresh meats from the block will usually be provided for troops by contract. Beef cattle will ordinarily be purchased only when necessary for supplying beef to troops in campaign or on the march.

THE RATION.

1217. A ration is the allowance for the subsistence of one person for one day and varies in components according to the station of the troops or the nature of the duty performed. The garrison ration is for troops in garrison or in permanent camps; the field ration is for troops in the field with sufficient transportation; the haversack ration for troops in the field in active campaign when transportation is limited; the travel ration for troops traveling otherwise than by marching and separated from cooking facilities; the Filipino ration for use of the Philippine Scouts, and the emergency ration for troops in active campaign for use on occasions of emergency.

The commanding officer will determine which of the several prescribed rations is appropriate for the particular service to be performed and will direct the use of the same.

After troops have, through the exigencies of the service, subsisted on the field or haversack ration the commanding general may, in written orders, direct the issue in kind of specified articles of subsistence stores of money value equal to the difference in the price between the field or haversack ration furnished to and used by such troops and the price of the same number of garrison rations. Such issue will be made only when necessary for the health and comfort of the troops and will be independent of and in addition to the ration then being used, but such issues will not be ordered after sixty days from the last date on which the troops were subsisted on the field or haversack ration.

1218. Enlisted men, applicants for enlistment while held under observation, prisoners of war, military prisoners at posts, hospital matrons, and nurses in the Nurse Corps are each entitled to one ration a day, according to the station or the nature of the service; and when the rate of pay of a civilian employed with the army does not exceed $60 a month, if the circumstances of his service make it necessary and the terms of his engagement provide for it, there may be allowed him one ration a day, according to the exigencies of the case. Civilian employees traveling with organizations of troops will be rationed as are the organizations.

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1219. Rations will be furnished to officers and men of the Marine Corps and to officers and seamen of the navy when acting, or proceeding to act, in cooperation with the land forces of the United States, in conformity to the requirements of section 1143 of the Revised Statutes.

1220. The kinds and quantities of the component articles of the army ration and the substitutive equivalent articles which may be issued in place of such components shall be as follows:

1. GARRISON RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh	20 ounces	Mutton, fresh	20 ounces.
		Bacon [a]	12 ounces.
		Canned meat, when impracticable to furnish fresh meat.	16 ounces.
		Hash, corned beef, when impracticable to furnish fresh meat.	16 ounces.
		Fish, dried	14 ounces.
		Fish, pickled	18 ounces.
		Fish, canned	16 ounces.
		Chicken or turkey, dressed, on national holidays when practicable.	16 ounces.
Flour	18 ounces	Soft bread	18 ounces.
		Hard bread, to be ordered issued only when impracticable to use flour or soft bread.	16 ounces.
		Corn meal	20 ounces.
Baking powder	0.08 ounce		
Beans	2.4 ounces	Rice	1.6 ounces.
		Hominy	1.6 ounces.
Potatoes [b]	20 ounces	Potatoes, canned	15 ounces.
		Onions, in lieu of an equal quantity of potatoes, but not exceeding 20 per centum of total issue.	
		Tomatoes, canned, in lieu of an equal quantity of potatoes, but not exceeding 20 per centum of total issue.	
		Other fresh vegetables (not canned) when they can be obtained in the vicinity or transported in a wholesome condition from a distance, in lieu of an equal quantity of potatoes, but not exceeding 30 per centum of total issue.	
Prunes [c]	1.28 ounces	Apples, dried or evaporated	1.28 ounces.
		Peaches, dried or evaporated	1.28 ounces.
		Jam, in lieu of an equal quantity of prunes, but not exceeding 50 per centum of total issue.	
Coffee, roasted and ground	1.12 ounces	Coffee, roasted, not ground	1.12 ounces.
		Coffee, green	1.4 ounces.
		Tea, black or green	0.32 ounce.
Sugar	3.2 ounces		
Milk, evaporated, unsweetened.	0.5 ounce		
Vinegar	0.16 gill	Pickles, cucumber, in lieu of an equal quantity of vinegar, but not exceeding 50 per centum of total issue.	
Salt	0.64 ounce		
Pepper, black	0.04 ounce		
Cinnamon	0.014 ounce	Cloves	0.014 ounce.
		Ginger	0.014 ounce.
		Nutmeg	0.014 ounce.
Lard	0.64 ounce		
Butter	0.5 ounce	Oleomargarine	0.5 ounce.
Sirup	0.32 gill		
Flavoring extract, lemon	0.014 ounce	Vanilla	0.014 ounce.

[a] In Alaska, 16 ounces bacon, or, when desired, 16 ounces salt pork, or 22 ounces salt beef.
[b] In Alaska the allowance of fresh vegetables will be 24 ounces instead of 20 ounces, or canned potatoes, 18 ounces instead of 15 ounces.
[c] At least 30 per centum of the issue to be prunes when practicable.

NOTE.—Food for troops traveling on United States army transports will be prepared from the articles of subsistence stores which compose the ration for troops in garrison, varied by the substitution of other articles of authorized subsistence stores, the total cost of the food consumed not to exceed 24 cents per man per day.

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2. FIELD RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh, when procurable locally.	20 ounces.	Mutton, fresh, when procurable locally.	20 ounces.
		Canned meat.	16 ounces.
		Bacon.	12 ounces.
		Hash, corned beef.	16 ounces.
Flour.	18 ounces.	Soft bread.	18 ounces.
		Hard bread.	16 ounces.
Baking powder, when ovens are not available.	0.64 ounce.		
Yeast, dried or compressed, when ovens are available.	0.04 ounce.		
Beans.	2.4 ounces.	Rice.	1.6 ounces.
		Potatoes, canned.	12 ounces.
Potatoes, when procurable locally.	16 ounces.	Onions, when procurable locally, in lieu of an equal quantity of potatoes, but not exceeding 20 per centum of total issue.	
		Tomatoes, canned, in lieu of an equal quantity of potatoes, but not exceeding 20 per centum of total issue.	
Jam.	1.4 ounces.		
Coffee, roasted and ground.	1.12 ounces.	Tea, black or green.	0.32 ounce.
Sugar.	3.2 ounces.		
Milk, evaporated, unsweetened.	0.5 ounce.		
Vinegar.	0.16 gill.	Pickles, cucumber, in lieu of an equal quantity of vinegar, but not exceeding 50 per centum of total issue.	
Salt.	0.64 ounce.		
Pepper, black.	0.04 ounce.		

3. HAVERSACK RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Bacon.	12 ounces.		
Hard bread.	16 ounces.		
Coffee, roasted and ground.	1.12 ounces.		
Sugar.	2.4 ounces.		
Salt.	0.16 ounce.		
Pepper, black.	0.02 ounce.		

4. TRAVEL RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Soft bread.	18 ounces.	Hard bread.	16 ounces.
Beef, corned.	12 ounces.	Hash, corned beef.	12 ounces.
Beans, baked.	4 ounces.		
Tomatoes, canned.	8 ounces.		
Jam.	1.4 ounces.		
Coffee, roasted and ground.	1.12 ounces.		
Sugar.	2.4 ounces.		
Milk, evaporated, unsweetened.	0.5 ounce.		

5. FILIPINO RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh.	12 ounces.	Bacon.	8 ounces.
		Canned meat.	8 ounces.
		Fish, canned.	12 ounces.
		Fish, fresh.	12 ounces.
Flour.	8 ounces.	Hard bread.	8 ounces.
Baking powder, when in field and ovens are not available.	0.32 ounce.		
Rice, Filipino, No. 2.	16 ounces.	Rice, Saigon (when Filipino No. 2 can not be obtained).	16 ounces.
Camotes.	8 ounces.		
Mongos.	4 ounces.		
Coffee, roasted and ground.	0.5 ounce.		
Ginger root.	0.5 ounce.		
Sugar.	2 ounces.		
Vinegar.	0.08 gill.		
Salt.	0.64 ounce.		
Pepper, black.	0.02 ounce.		

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6. EMERGENCY RATION.

The emergency ration is furnished, in addition to the regular ration, as required for troops on active campaign and will not be opened except by order of an officer or in extremity, nor used when regular rations are obtainable.

Ration returns upon which emergency rations are drawn will bear the certificate of the organization commander that such rations are required for the enlisted men of his organization, and that the money value of any rations previously drawn by him and improperly opened or lost has been charged against the person responsible.

Company and detachment commanders are responsible for the proper care and use of emergency rations carried on the person of the soldier.

One day in each alternate month of the season of practical instruction, not exceeding three days in each year, the use of the haversack ration with individual cooking will be required by all troops in the field for purposes of instruction.

1221. When it is contemplated to grow vegetables in a post garden, the post commissary, with the approval of the post commander, will notify the chief commissary of the period during which the post garden may be relied upon to supply vegetables, and that period will be excepted from the operation of any contract that may be made for supplying vegetables to the post.

1223. In adjusting charges to be made against enlisted men or others on account of increased expense to the Government for their subsistence, the value of the garrison and field rations will be estimated at 25 cents each; the Filipino ration at 20 cents; and the travel ration at 40 cents.

LIQUID COFFEE.

1224. When an enlisted man or an applicant for enlistment, supplied with cooked or travel rations, travels unaccompanied by an officer, and it is impracticable to cook coffee en route, he may be supplied with funds for the purchase of liquid coffee in lieu of the coffee, milk, and sugar components of the travel ration, at the rate of 21 cents a day for the number of days that the travel is expected to cover, to be paid to each man on the order of the commanding officer who directs the journey, a copy of the order being filed with the voucher on which payment is made. When an enlisted man or an applicant for enlistment, supplied with cooked or travel rations, travels under the command of an officer, and it is impracticable to cook coffee en route, funds at the rate of 21 cents a day for a similar purpose may be transferred to the officer to be disbursed and accounted for. At the end of the journey all money in excess of 21 cents a day for each man for the actual number of days traveled will be transferred to the nearest commissary. Should any part of the 21 cents a day for the actual number of days traveled be unexpended it will be transferred to company commanders pro rata, to be taken up by them as part of the company fund.

RATION RETURNS AND ACCOUNTS.

1225. Ration returns for troops and applicants for enlistment while held under observation, will be signed by the immediate commanders of the organizations, and approved by the commanding officer. After approval they will be presented at the commissary for action. Single ration returns will be submitted for organizations, including persons permitted to mess separately, and will embrace all persons actually present. Individual "Ration and savings accounts" will not be opened for enlisted men or civilian employees permitted to mess separately. Company and detachment commanders will personally verify the additions and deductions of rations on the returns on account of men joining and leaving during the ration periods immediately preceding, and the proper authority before approving such returns will cause them to be verified.

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1226. The ration for the Hospital Corps, hospital matrons, and others attached entitled to rations will be the same as that for the troops with which they serve. Their ration returns will be signed by the medical officer in charge and approved by the commanding officer.

1227. The ration for civilians employed with the army will be the same as that for the troops with which they serve. Their ration returns will be signed by the officers in charge of the employees, and approved by the commanding officer.

1228. Subsistence supplies will be furnished to the Organized Militia of the several States, Territories, and the District of Columbia in accordance with the provisions of "An act to promote the efficiency of the militia, and for other purposes," approved January 21, 1903, as amended by the act of Congress approved May 27, 1908, upon proper requisition therefor.

1229. The ration of enlisted men, applicants for enlistment held under observation, and military convicts sick in hospital, as well as of members of the Nurse Corps (female) while on duty in hospital, will be commuted at the rate of 30 cents a ration (except that at the General Hospital at Fort Bayard, N. Mex., 50 cents a ration is authorized for enlisted patients therein), to be paid to the surgeon in charge by the post commissary or such officer of the Subsistence Department as may he designated.

1231. When any considerable detachment of enlisted men leaves a post or command, the detachment commander will be furnished by the commissary with a ration certificate giving the number of men and the organization to which they belong, and setting forth the date to which, and by whom, their ration and savings account has been settled, which certificate will be presented to the commanding officer at the station where rations are next furnished. Civilian employees entitled to rations are, when detached, furnished with ration certificates.

1232. When a person entitled to rations leaves an organization the rations allowed for him for any period beyond the date of his leaving and not taken with him will be deducted on the next ration return of the organization.

OTHER ISSUES OF SUBSISTENCE STORES.

1233. The following issues are authorized when necessary for the public service and will be made on ration returns approved by the commanding officer, who will determine what quantities, within the limits prescribed below, shall be issued:

1. Soap—
   To organizations of enlisted men—
   For each ration, 0.64 ounce.
   For use of prisoners in guardhouses and military prisons—
   Such quantities as the commanding officer may order as necessary.
2. Candles, when illuminants are not furnished by the Quartermaster's Department—
   To organizations of enlisted men—
   For each ration, except the Filipino ration, 0.24 ounce. In Alaska, 0.32 ounce.
   For each Filipino ration, 0.12 ounce.
   To headquarters in the field of organizations larger than a company, to hospitals, depots of supply, guards, and telegraph stations—
   Such quantities as the commanding officer may order as necessary.
3. Lantern candles—
   For use in lanterns furnished to the army by the Government and used in the public service—
   Such quantities as the commanding officer may order as necessary.
4. Matches—
   For lighting fires and lights, for which fuel and the illuminating supplies are issued—
   Such quantities as the commanding officer may order as necessary.

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5. Toilet paper—
   For use of enlisted men stationed at military posts, camps, and rendezvous provided with modern water-closets, with sewer connections, or where sanitary conditions require its use—
   To organizations of enlisted men—
   One package or roll of 1,000 sheets for every sixty rations.
   For use in water-closets of offices, post gymnasiums, guardhouses, and post exchanges—
   Such quantities as the commanding officer may order as necessary.
6. Salt, rock—
   For each public animal, a day, 0.8 ounce.
7. Vinegar—
   For each public animal, a day, 0.1 gill.
8. Flour—
   For paste used in target practice—
   For each troop or company, 50 pounds, and for each battery of field artillery, 100 pounds during the practice season.
9. Towels, huck—
   For use in the offices of post and artillery district staff officers, when the necessity for the issue is certified to by the commanding officer—
   For each person whose employment therein is authorized, not to exceed 2 towels a year.
10. Ice—
   To organizations of enlisted men, when practicable—
   For each ration, 4 pounds, the maximum allowance to any organization or detachment of less than 100 men to be 100 pounds a day, and to organizations of 100 men or more to be 1 pound a day for each man.
   To troops stationed north of the thirty-seventh parallel of north latitude and where from any cause it is impracticable to cut and store ice for their use, the allowance will be for seven months only, beginning April 1 and ending October 31, except in the States of Washington, Oregon, and Idaho, where during the remainder of the year one-half of such allowance may be issued, and in the State of California where the full allowance may be issued for the entire year.
   To troops stationed south of the thirty-seventh parallel of north latitude the full allowance may be issued for the entire year.
   At posts where it is practicable during the cold season to cut and store ice required, no issues of ice will be allowed from susbistence funds as long as such stored ice is available.
   To the Subsistence Department for the preservation of subsistence stores—
   Such quantities as the commanding officer may order as necessary.
   When ice plants are operated by the Quartermaster's Department the issue of ice will be made by that department upon requisitions approved by the commanding officer.

1234. Such of the following-named articles as may be necessary, not to exceed in value 50 cents a month for each military convict confined at a military post without pay or allowances, will be issued by commissaries on the 15th day of each month to the officer in charge of prisoners, viz:

Beeswax.	Combs, medium.	Razor strops.
Brooms, whisk.	Handkerchiefs, cotton, blue.	Scissors.
Brushes, hair.	Mugs, shaving.	Shoestrings, linen.
Brushes, shaving.	Needles.	Soap, shaving.
Brushes, shoe.	Polish, shoe.	Thread.
Brushes, tooth.	Razors.	Toweling, unbleached.
Buttons, bone.		

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Requisitions for these articles will set forth the number of military convicts present at the post, and must be approved by the post commander. The receipt of the officer in charge will be the commissary's voucher for dropping the articles from his return. No articles issued under this paragraph, except tooth brushes, buttons, shoestrings, handkerchiefs, and thread, will be carried away by military convicts when transferred or discharged. Towels used by military convicts will be laundered by those who use them. When specially authorized by the Secretary of War, the Subsistence Department will supply to posts where thirty or more military convicts are confined a sewing machine and other necessary tailors' utensils for use in mending their clothing.

Articles issued in pursuance of this paragraph will not be accounted for on property returns by officers receiving them, but will be continued in use until worn out.

1235. The following-named articles will be issued gratuitously to each recruit upon his *first* enlistment at a recruiting depot or upon his arrival at his permanent station:

1 razor.
1 brush, shaving.
1 brush, hair.
1 comb, medium.
1 brush, shoe.
1 broom, whisk.
1 brush, tooth.
1 housewife.
2 towels, huckaback.
1 package polish, shoe, black.
1 package polish, shoe, russet.
1 cake soap, toilet.

These articles will be issued by the commissary on requisitions submitted by the company commander and approved by the post commander, and when the issue has been made that fact will be entered upon the descriptive and assignment card or descriptive list. The receipt of the company commander will be the commissary's voucher for dropping the articles from his returns.

1236. A recruiting officer stationed elsewhere than at a military post is authorized to purchase such of the following-named articles as may be necessary for the use of applicants for enlistment, while held under observation at a recruiting station or a station subsidiary thereto, at an expense not exceeding 70 cents per month for each station:

Brooms, whisk.
Brushes, blacking.
Brushes, hair.
Combs, medium.
Polish, shoe, black.
Polish, shoe, russet.
Toilet paper.
Towels, huckaback.
Soap, laundry, white floating.

If the recruiting officer is supplied with subsistence funds, he will pay the vouchers. If not supplied with funds, he will send the duly certified vouchers for payment to the chief commissary of the department in which the recruiting station is located.

At a recruiting station at a military post such of the above-named articles as may be necessary for use exclusively by applicants for enlistment while held under observation, and newly enlisted men awaiting transfer to permanent stations, will be issued to the recruiting officer at the post by the commissary upon requisition, approved by the commanding officer, at an expense not exceeding 70 cents per month for each station. The receipt of the recruiting officer will be the commissary's voucher for dropping the articles from his return.

Articles issued in pursuance of this paragraph will not be accounted for on property returns by officers receiving them, but will be continued in use until worn out, and the towels will be laundered at the expense of the Subsistence Department.

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ISSUES OF SUBSISTENCE STORES.

1237. Subsistence will not be issued to destitute persons except when the commanding officer assumes the responsibility of ordering the issue to relieve starvation or extreme suffering. In such cases the circumstances will be fully stated in a written order, specifying the articles and quantities to be issued. This order, bearing a certificate of an officer that the stores have been issued, will be filed by the commissary, with his return of subsistence stores as his authority for dropping them.

1238. All articles of the garrison, travel, or Filipino ration due a company, or other military organization, will be retained by the commissary and credit given to the organization for the money value of these articles at the current price of the articles; and the commissary will pay as savings to the organization commanders any excess in value of the stores so retained over those purchased by the organization.

The commanding officer will designate the periods for which ration returns are to be submitted. Immediately upon the receipt of a ration return at the commissary, duly signed and approved, the commissary will enter it, together with the actual cost of the ration as computed on the back of the "Ration and savings account." The stores required will be purchased from the commissary on "Charge sales slips," in the name of the organization, against their credit shown on the account. At the end of the month, or whenever necessary, the organization commander will settle the account at the commissary, when the savings due the organization, or the amount due the commissary, as the case may be, will be paid and the account certified as required. Money accruing from the ration and savings account of an organization will be spent only for food.

All articles of the ration required for the supply of troops will be obtained from the commissary when on hand, except that if any organization uses during the month more of any article of the ration than is authorized by regulations such excess need not necessarily be bought from the commissary, or, if any article be not in stock, a temporary supply may be purchased elsewhere.

1239. On the first of each month, or whenever necessary, the commissary will compute on the back of the ration and savings account the actual cost of the ration in use at his post at the following rates:

Garrison ration.

	Per cent.
Beef, fresh	70
Bacon, issue	30
Flour, issue	100
Baking powder	100
Beans	50
Rice	50
Potatoes, fresh	70
Onions, fresh	20
Tomatoes, canned	10
Prunes	30
Jam	50
Apples, evaporated	10
Peaches, evaporated	10
Coffee, R. & G	100
Sugar	100
Milk, evaporated, unsweetened	100
Vinegar	50
Pickles, cucumber	50
Salt	100

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	Per cent.
Pepper, black	100
Cinnamon	100
Lard	100
Butter	100
Sirup	100
Flavoring extract, lemon	100

When a holiday occurs in any ration period and the turkey or chicken available for supply costs more than the regular meat ration the proper allowance will be made by adding to the amount due the organization for that period the product of the number of men present on the holiday multiplied by the excess cost of the chicken or turkey over the regular meat ration.

Travel ration.

	Per cent.
Soft bread or hard bread	100
Beef, corned or hash, C. B	100
Beans, baked	100
Tomatoes, canned	100
Jam	100
Coffee, R. & G [a]	100
Sugar [a]	100
Milk, evaporated, unsweetened [a]	100

Filipino ration.

Beef, fresh	70
Bacon, issue	20
Fish	10
Or—	
Canned meat	70
Bacon, issue	20
Fish	10
Flour, or hard bread	100
Baking powder, when ovens are not available	100
Rice, Filipino No. 2	100
Or—	
Rice, Saigon (when Filipino No. 2 can not be obtained)	100
Camotes	100
Mongos	100
Coffee, roasted and ground	100
Ginger root	100
Sugar	100
Vinegar	100
Salt	100
Pepper, black	100

1240. If ration and savings accounts are not paid by a commissary in the month during which they accumulated, the proper organization will be furnished with an extract of the account showing the amount due, which voucher, duly certified by the commissary and approved by the commanding officer, will be presented for payment to any commissary having funds for the purpose.

[a] When 21 cents coffee money is paid, the coffee, sugar, and milk components will not be included when computing the travel ration.

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COMMUTATION.

1241. Commutation of rations may be allowed at the following rates, under the conditions mentioned, viz:

Conditions.	Rate per day each.	
	Enlisted men and nurses.	Philippine scouts.
1. To enlisted men, Philippine scouts, male or female nurses on the expiration of their furloughs or leaves, provided that on or before the last day thereof they have reported at their proper stations or have been discharged	$0.25	$0.25
2. To sergeants of the post noncommissioned staff (and enlisted men acting as such) on duty at forts and stations where there are no other troops	.75	.....
3. To an enlisted man, a Philippine scout, or a male or female nurse on detached duty, stationed in a city or town where subsistence is not furnished by the Government	.75	.50
4. To an enlisted man or a Philippine scout traveling under orders from a place or station at which his rations have been regularly commuted	1.50	.75
5. To an enlisted man or a Philippine scout traveling under orders alone, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey)	1.50	.75
6. To 2 enlisted men or Philippine scouts traveling under orders as a detachment, or traveling under orders as a guard to an insane patient or military prisoner, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey), each	1.50	.75
7. To an insane patient or military prisoner traveling under orders under guard of 1 or 2 enlisted men or Philippine scouts, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey), to be paid on the order of the commanding officer in advance to, and to be receipted for by, the person to whose charge the patient or military prisoner is committed by the order	1.50	.75
8. To enlisted men or Philippine scouts selected to contest for places or prizes in division or army rifle competitions, while traveling under orders to and from places of contest, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order), each	1.50	.75

1242. Applicants for enlistment and recruits forwarded from recruiting stations, recruiting depots, or other military posts will be furnished the following allowances for subsistence while traveling, viz:

When 1 or 2 men are forwarded.	When more than 2 men are forwarded.
For a journey of 24 hours or less.	*For a journey of 24 hours or less.*
Travel rations, or cooked rations, to be obtained from the contractor for meals or from the company or general mess.	For a detachment of 3 or more men: Travel rations (or, if not available, cooked rations to be obtained from the contractor for meals or from the company or general mess).
For a journey of more than 24 hours.	*For a journey of more than 24 hours.*
Commutation of rations at not exceeding 50 cents per meal ($1.50 per day) for each man.	For a detachment of 3 or more men: Travel rations if available, or, if not available, commutation of rations at not exceeding 50 cents per meal ($1.50 per day) for each man.

1243. Enlisted men, applicants for enlistment, and recruits ordered upon journeys which can be performed within twenty-four hours from the hour of starting must be subsisted during the journey upon cooked or travel rations procured for the purpose from the company kitchen, the contractor for meals, or from the commissary.

1244. Enlisted men absent under orders from their stations upon recruiting duty for not exceeding three days will be deemed to be traveling under orders during the entire period, notwithstanding that some portion of the period may be occupied by detentions in the various towns which they visit in the performance of their duty, and their commutation of rations will be at the rate of $1.50 per day.

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1245. Where meal tickets may be obtained for men traveling under orders, commanding officers may direct their use in lieu of commutation, or cooked, or travel rations, under rules published from time to time.

1246. An enlisted man not a recruit ordered, under subhead 5, paragraph 1241, will be allowed commutation of rations at the rate of 50 cents per meal ($1.50 per day) for the time actually consumed in travel. The provisions of this paragraph do not apply to travel on army transports.

1247. Commutation of rations will not be allowed to enlisted men serving where subsistence is furnished by the Government; or traveling under orders when they can carry and cook their rations, or can carry cooked or travel rations; or for the time for which meal tickets are furnished; or traveling under orders on army transports or by steamboat or steamship where the passage rates include meals; or failing to report at their proper stations on or before the last day of furlough unless discharged; or recruiting parties at their stations; nor to civil employees.

1248. An order directing the travel of an enlisted man or an applicant for enlistment will state that the journey is necessary for the public service. If it be impracticable for him to carry rations of any kind, the order will so state and will direct commutation of rations to be paid; if required to be paid in advance, the number of days will be stated.

1249. An enlisted man traveling on duty under orders on a vessel of the United States Transport Service will not be allowed commutation of rations for the time he is aboard. He will be quartered with the enlisted men aboard and will mess with them, and the proper transport officer will indorse upon the travel order in the possession of the soldier the dates between which subsistence was so furnished. The travel order so indorsed will be turned over by the enlisted man at the end of the journey to the commissary by whom commutation of rations for any portion of the journey is paid, who will file it with the voucher on which payment is made. If commutation of rations is ordered paid in advance, the probable time on shipboard must be taken into account in determining the number of days' commutation to be allowed, and the paying officer will indorse the original order and make payment on a certified copy thereof in the manner directed in paragraph 1250 for paying commutation of rations in advance.

1250. Commutation of rations allowed to an enlisted man or an applicant for enlistment while traveling, when not directed to be paid in advance, will be paid to him at the end of his journey, upon presentation of the order for the journey, with the certificate of his commanding officer thereon in the following form: "Last rationed to include ....., 19..; will leave station at ....., ..., 19..; the rations overdrawn will be deducted from the ration return of Company ....., ... Regiment of ....., for the period from ....., 19.., to ....., 19..," and a certificate signed by a commissioned officer in the following form: "Joined station at ....., ..., 19..." The period allowed by the paying officer will be the time required over the shortest usually traveled route. If ordered paid in advance, it will be paid upon presentation of a certified copy of the order directing the payment, having thereon the certificate in the above form of his commanding officer. In this case the paying officer will indorse the date, mode, and amount of payment, over his signature, on the order which is retained by the soldier or applicant for enlistment, and certify on the copy that he has made such indorsement. The soldier or applicant for enlistment will deliver his retained order to the commanding officer at the station where rations are next furnished. The order, or copy thereof, on which commutation has been paid will be filed as a subvoucher to the receipt roll, and the paying officer will indorse on the order, or copy thereof, the date, mode, and amount of payment.

1251. The furlough of an enlisted man will show by memorandum of his company commander to what day he was last rationed and the number of rations, if any, drawn

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for him previous to his going on furlough, for the time covered by the furlough, and the certificate of his company commander on the back of the furlough will show the date on which he rejoined his proper station or was discharged and that the rations overdrawn for him were duly deducted from a ration return of his company. If entitled to commutation, he will be paid by any commissary upon the presentation of the furlough containing the above memorandum and certificate. The paying officer will file the furlough as a subvoucher to his receipt roll, and indorse on the furlough the date, mode, and amount of payment. The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) should be cited on the face of the furlough by the officer granting it. If the period for which the furlough is given is within the competency of the authority cited, no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of rations; but if the period is manifestly beyond the competency of the authority cited, the furlough should when presented for payment of commutation of rations be accompanied by copies of all orders in pursuance of which it was given.

1252. An enlisted man granted a furlough with permission to travel on a vessel of the United States Transport Service will be quartered with the enlisted men aboard and will mess with them. The transport officer will certify upon the enlisted man's furlough the dates between which subsistence was so furnished. In paying commutation of rations on the furlough these days will be deducted.

1253. Enlisted men discharged while serving in places outside of the States composing the Union will be provided free transportation to the said States on government transports upon direction of the commanding officers in the several localities, and will be subsisted by the Subsistence Department to the port of destination. They will not be entitled to travel pay from port of embarkation to the United States, nor to commutation of rations for the time so subsisted on the transports. The fact that such transportation and subsistence have been furnished must be noted on the final statements.

1254. When an officer orders commutation of rations to be paid, or rations furnished to a soldier on furlough to enable him to reach his proper station, the officer paying the commutation or furnishing the rations will report the full amount paid, or the money value of the food supplied, to the soldier's company commander. Should the soldier reach his station on or before the last day of his furlough, the company commander will charge the full amount of the payment, or value of the rations against his pay on the next muster roll and pay roll. Should he reach his post after the expiration of his furlough, and the delay be not excused, the full amount will be similarly charged. Should the overstaying of his furlough be excused, the full amount, diminished by the value of the ration, at 25 cents a day, for the number of days during which he was absent after the furlough had expired, will be charged.

1255. When a furlough is lost, a certified copy prepared by his company commander, with the soldier's affidavit stating when, where, and the circumstances under which the loss occurred; that he reported at his station on or before the last day of his furlough or was discharged, and that no rations have been furnished nor commutation paid him for any portion of the time during which he was on furlough, may be presented within six months after the loss, through his company and post commanders, to the chief commissary for payment or other disposition.

1256. An enlisted man having a claim for commutation of rations while traveling or on furlough, and who is at a distance from a paying commissary, will be paid upon forwarding to a paying commissary his travel orders or furlough properly made out. An enlisted man on detached duty who is entitled to commutation of rations may be similarly paid upon the certificate of the officer under whom he may be serving, or if not serving under an officer, upon his own certificate, setting forth the period for which commutation is due, accompanied by a copy of the authority for its allowance, or by a reference to such authority if previously furnished.

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SALES.

1257. Sales of subsistence stores (except of ice and forage for beef cattle) will be made at cost prices for cash to an officer on his certificate that the stores are for his personal or family use or for the use of an officers' mess of which he is the caterer, and will be similarly made on a certificate that they are for his or her personal use to a contract surgeon, a dental surgeon, a veterinarian, a female nurse, or a hospital matron when stationed within a military post or serving with troops in the field. Sales will also be made at cost prices for cash to a member of the immediate family of an officer, during his absence, upon a written request by him to the commissary.

1258. Sales to officers paid for within the calendar month in which made will be regarded as cash sales; if not paid for within that month, the commissary making the sale will forward an itemized statement of each account to the Commissary-General for the action prescribed by paragraph 1328.

Thereafter, until evidence is furnished by the delinquent, showing payment of the amount so reported for stoppage, further sales will not be made to him except for cash upon receipt of stores.

1259. Sales of reasonable quantities of stores will be made to an enlisted man on the active or retired list, for cash, upon his declaration, in writing, that they are intended for his own use. A company, detachment, hospital, post bakery, or post exchange may purchase for cash under similar conditions and upon the certificate of the officer in charge.

1260. Sales may be made on credit to officers and enlisted men who have not been regularly paid or who are in the field. Officers will certify that the stores are for their own use and will receipt for them. Enlisted men will obtain permits from their company commanders, approved by the commanding officer. Permits will not be given to a soldier in excess of the unencumbered pay due to him nor in any month in excess of his monthly pay. Such of the following-named articles as may be needed by him may be furnished to a recruit on credit, viz: A hand basin, a pipe, a button stick, a gun brush, a button brush, a box or bottle of tooth powder, a package of tripoli powder, and not to exceed 1 pound of tobacco.

1261. An officer purchasing subsistence stores on credit will furnish to the commissary making the sale a receipt in duplicate setting forth the place and date of purchase, the name of the commissary who made the sale, and the money value of the stores so purchased. One copy of the receipt will be forwarded by the commissary to the paymaster who pays the officer, or to the chief paymaster of the department, and will be filed with the pay voucher on which collection is made. The duplicate receipt will be filed by the commissary with his retained abstract of subsistence stores sold. The names of the officers purchasing subsistence stores on credit, the organizations to which they belong and the money value of the stores so purchased will be entered on the abstract of subsistence stores sold.

1262. Exceptional articles of subsistence stores called for by officers and enlisted men to be paid for by them regardless of condition upon arrival at posts may, under such instructions as to purchase and accountability as may from time to time be given by the Commissary-General, be purchased and turned over to the Quartermaster's Department for transportation to the posts where desired.

1263. Civilians employed with the army, including those expressly employed for their services as tailors, shoemakers, and laundrymen, may be allowed, at remote places or in the field where food can not otherwise be procured, to purchase from the Subsistence Department, in limited quantities for their own use for cash, at cost prices, such articles of the ration or of stores kept for sales to officers and enlisted men as can be spared from the supplies on hand.

1264. Articles purchased by the Subsistence Department by net weight will be sold at net weight at the time of sale. Where the weight of a wrapper or cover at the

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time of purchase was included in the weight of an article it will be included in the weight when the article is sold. Articles in cartons, packets, or sealed cans will be sold as purchased.

1265. Post commanders will regulate the sales and delivery of supplies. Selling (except by the post exchange) or bartering of supplies purchased or drawn from the commissary is forbidden.

1266. The commanding officer of a post at or near which the immediate family of an enlisted man who is absent abroad resides may, if the residence and other conditions of such family make it proper, grant to the head thereof permits to purchase from the Subsistence Department at the post, for cash, at cost prices, such quantities of subsistence stores as in his opinion may be reasonably needed for the sole use of the soldier's immediate family. The total amount of subsistence stores so sold to soldiers' families will be entered by the commissary in a separate item on the abstract of sales each month.

1267. The commissary who extends credit to an enlisted man will furnish to the commanding officer of the company or organization to which the man belongs a statement of the amount due from the soldier. The company or other commander will charge the amount due on the next pay roll and on subsequent rolls until the amount shall have been collected. The commissary will file with his retained papers all permits for sales to enlisted men on which credit sales have been made in the month to which the papers pertain. If a member of an organization or a recruit leaves his organization or a recruiting depot before the money value of the articles furnished to to him on credit shall have been collected, the amount due in each case, the place where, and the month and year in which the indebtedness was contracted will be noted on the descriptive list or descriptive and assignment card. Pay rolls upon which any subsistence charges have been made, when forwarded to the paymaster, will be accompanied by a report of all such charges, showing in each case whether the charge is for credit sales, refundment of commutation of rations, or other subsistence account, and the place where and the month and year in which the indebtedness was contracted. When a statement of credit sales is furnished by the commissary, the company or other commander will note thereon any additional subsistence charges appearing on the pay rolls and forward the completed statement as directed in this paragraph. This report, after collections shall have been noted thereon, will be forwarded by the paymaster to the Commissary-General, who will transmit it as soon as practicable to the Auditor for the War Department.

1268. Sales will be consolidated monthly on an abstract. The commanding officer will satisfy himself that the purchases have been properly authorized and duly made, and will so certify on the abstract. The abstract accompanying the commissary's account current will serve as a voucher to the account current, as well as to the officer's return.

1269. The price at which subsistence stores may be transferred, or sold to officers and enlisted men, is the invoice price of the last lot of the same variety of subsistence stores received by the officer making the sale or transfer, prior to the first day of the month in which the sale or transfer is made; but (1) the prices at a post depot or at the office of a purchasing commissary will not be affected by transfers thereto from military posts, or from stations about to be abandoned; (2) stores purchased at a military post or station will be sold at and invoiced therefrom at the purchase price; (3) if two or more lots of the same variety of article are received on one invoice, or on the same date at different prices, the unit price to govern will be determined by dividing the total value of such lots by the total quantity of the same; (4) the equalization of prices among several varieties of the same article is not authorized, as in the case of several kinds of smoking tobacco, cigars, crackers, etc.; (5) if a commissary who has received an invoice of stores during the current month is relieved before the end of that month, he will invoice to his successor the stores so received at their actual invoice price,

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although the current selling price of such stores will continue until the beginning of the next month. On the first day of each month a price list will be prepared at each station where sales are made, one copy to be furnished to the commanding officer and one to be posted in the salesroom.

1270. The commissary will be accountable for and will carry on his returns all cooking apparatus supplied by the Subsistence Department, and will furnish to commanding officers of organizations and detachments the necessary authorized articles of the same on approved requisitions, the issues to be made on memorandum receipts. Bake ovens will be dropped from his return when permanently installed at posts.

BLANK FORMS.

1271. Blank forms will be furnished to commissaries on periodical requisitions sent direct to the Commissary-General. Officers at posts will obtain them from the post commissaries.

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